



Cash Out Annual Leave form

Please complete this form to request annual leave to be cashed out.

The completion of this form is a request to cash out a portion of annual leave. An agreement to cash out annual leave must not result in the employee's remaining accrued entitlement to paid annual leave being less than 4 weeks. For award covered employees, the maximum amount of accrued paid annual leave that may be cashed out in any period of 12 months is 2 weeks. The agreement is an employee record eg retain a copy in the personnel or payroll file. If you have any queries, need help filling out this form or need to verify the annual leave balance, please contact payroll at payroll@ucaqld.com.au.

Employee to complete

Personal details

First name:	Surname:
Department/section:	

Cash Out of Annual Leave details

Total amount of leave to be cashed out: days	Total amount of leave to be cashed out: hours
The payment to be made to the employee for leave subject to deduction of income tax is:	\$ (hours x hourly rate of pay)
Date payment will be made to the employee on (next pay period):	

Declaration The employer and employee agree to the employee cashing out a particular amount of the employee's accrued paid annual leave.

Signature (Parent or Guardian to sign if employee is under 18 years of age)

<input type="text"/>	<input type="text"/>
Employeesignature	Date
<input type="text"/>	<input type="text"/>
Parent/Guardian signature	Date
<input type="text"/>	
Parent/Guardian full name	

Supervisor/Manager to complete

Signature

<input type="text"/>	<input type="text"/>
Supervisor/Manager signature	Date
<input type="text"/>	<input type="text"/>
Supervisor/Manager full name	Supervisor/Manager contact number