**REQUEST TO CASH UP ANNUAL HOLIDAYS**

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Employee Name Employee Number

I understand that I:

* may make a request to cash up **a maximum of** **one week of my statutory annual holidays for each entitlement year,** which is a period of 12 months continuous employment beginning on the anniversary of my commencement date
* must have completed a period of 12 months continuous employment, and must have available the amount of annual holiday “entitlement” that is being requested to be cashed up
* may make my first request only when my entitlement year begins **after 1st April 2011**
* may request **less than one week, and within the same entitlement year make a further request, provided the total request for the entitlement year does not exceed one week**
* cannot backdate the cashing up if I have large amounts of annual holiday entitlement owing from previous years.

I acknowledge and accept that:

* the Employer will consider my request within a reasonable timeframe, but is under no obligation to agree to my request
* if the Employer agrees to my request;
* payment will be made as soon as practicable, and the rate of pay will be the greater of my ordinary weekly pay or average weekly earnings for the last 12 months
* I will receive payment for the period of annual holiday requested below, and that my annual holiday balance will also be reduced by the number of days taken to reflect this
* if the Employer does not agree to my request, it is not required to give a reason for declining my request.

This is my written request to cash up the following amount of annual holidays:

***Please tick/complete***

**One Week \_\_\_\_\_\_hrs OR Less than One Week \_\_\_\_\_ days at \_\_\_\_\_hrs per day**

**AND / OR Alternative Leave days\_\_\_\_\_ days at \_\_\_\_hrs per day**

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Employee signature Date

***NOTE: Payroll will not process any Cashing Up of Annual Holiday Request without the authorising signatures.***

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Employer signature Date