

Agreement to Cash out Annual Leave

As per clause 34.7 of Subee Pty Ltd EA 2020 annual leave credited to an employee may be cashed out by agreement, subject to the following conditions:

- Paid annual leave must not be cashed out if the cashing out would result in the employee's remaining accrued entitlement to paid annual leave being less than four (4) weeks; and
- the employee must be paid at least the full amount that would have been payable to the employee had the employee taken the leave that the employee has forgone.

Additionally, employees can't cash out more than 2 weeks in each 12 months. Should you wish to cash out leave please complete the below and submit to the HR Coordinator for approval.

Employee to fill out:

Name of employee: _____

The amount of leave requested to be cashed out is: _____ hours/days

Signature of employee: _____

Date signed: _____

Office Use:

The payment to be made to the employee for the leave is: \$_____ subject to deduction of tax and any other applicable deductions related to the individual.

The payment will be made to the employee on: _____

Name of employer representative: _____

Signature of employer representative: _____

Date signed: _____