

# Fair Work | Template



## CASHING OUT ANNUAL LEAVE APPLICATION

[Insert company name]

### Employee details

**Name:** \_\_\_\_\_

**Contact details:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Basis of engagement (e.g. full time or part time):** \_\_\_\_\_

### Period to be cashed out

**Pay date you would like to be paid on:** \_\_\_\_\_

**Days to be cashed out and gross amount to be paid (\$):** \_\_\_\_\_

**Current balance of annual leave:** \_\_\_\_\_

**Adjusted balance of annual leave (must be at least 4 weeks):** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### Approval

**Approval Signature** \_\_\_\_\_ **Date** \_\_\_\_\_