

When to use

This form is used for staff exchanging annual leave loading for extra leave.

- > All applications for participation in the **voluntary** Exchange of Annual Leave Loading for Extra Leave should be in accordance with Clause 49.1 of the Federation University Australia Union Enterprise Agreement Academic and General Staff Employees 2019–2021.
- > Entry into and exit from the scheme is open in January of each year only.
- > Staff participating in this scheme will receive three and one-half (3.5) days' leave in addition to annual leave. **Staff employed on a fractional basis will receive a pro-rata entitlement.**

Where to send

Completed forms, or any enquiries about this process, should be directed to Human Resources via payroll@federation.edu.au.

Staff member's details

Surname		First name	
Position		Employee number	
Section/Department			
School/Directorate/Centre			
Campus		Contact number	

Scheme details

Start date **1 January** Year:

- > Participation in the scheme is for the **calendar year only** from commencement date.
- > A separate application must be submitted **in January each year** to participate in the scheme.
- > Leave dates must be nominated when submitting this application by submitting a leave request in Employee Self-Service (ESS) using the leave type '**Extra Leave (Exchange)**'.

Declaration by staff member

1. I understand that under this arrangement I will be entitled to extra leave which is **non-cumulative** and must be taken in the calendar year for which it is granted; and
2. I acknowledge that I have read and understand the rules governing this scheme as set out in **Clause 49.1** of the Federation University Australia Union Enterprise Agreement Academic and General Staff Employees 2019–2021 (see following page).

Signature of staff member		Date	
		Supervisor's name	

EXTRACT

49. ANNUAL LEAVE LOADING

Employees (other than casual employees) who have qualified for four (4) weeks' recreation leave by 31 December will be entitled to payment of an annual leave loading equal to 17.5% of four weeks salary in December each year, subject to a maximum payment equal to the Commonwealth Statistician's average weekly earnings of all Australian males as derived from the most recently published data from the Australian Bureau of Statistics.

Provided that an employee with less than twelve months' service at 31 December (having commenced employment after 1 January, or having terminated employment during the year), will receive a pro-rata payment on the basis of completed months of service.

49.1 EXCHANGE OF ANNUAL LEAVE LOADING FOR EXTRA LEAVE

- 49.1.1 Eligible Employees may elect, in January each year, to receive three and one-half (3.5) days' leave in addition to annual leave. In return they will forfeit their entitlement to payment of annual leave loading in the year in which the additional leave is credited.
- 49.1.2 The 3.5 extra days' leave are non-cumulative. The leave will be taken in accordance with normal University leave processes. Eligible staff electing this option must also submit a leave booking for the 3.5 days leave at the time in January when the option is exercised. The 3.5 days' extra leave must be taken prior to 31 December.
- 49.1.3 Eligible Employees are those full or part-time, continuing or fixed-term employees with less than 30 days accrued annual leave at the date on which they elect to exercise this option and who were employed by the University at 1 January in the year which the option is sought to be exercised.
- 49.1.4 Exit from this option is open only in January each year.
- 49.1.5 Appropriate reconciliations may be made to the amount of annual leave paid upon termination if the employee ceased employment before 31 December in the year in which the employee had elected this option and had taken the 3.5 days' extra leave prior to cessation of employment.

~ end of extract ~

Payroll use only

Processed by	Date	Pay period
Supervisor notified by email		