

APPLICATION FOR EXCHANGE OF ANNUAL LEAVE LOADING FOR EXTRA LEAVE

All applications for participation in the Voluntary Scheme for the Exchange of Annual Leave Loading for Extra Leave should be in accordance with [Clause 32](#) of the Monash University Enterprise Agreement (Academic & Professional Staff) 2009.

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.

SECTION 1 – STAFF MEMBER’S DETAILS							
Personnel Number							
Family Name	Given Name(s)						
Faculty/Division							
Organisational Unit						Campus	

SECTION 2 – 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 each year in January for participation in the scheme.

SECTION 3 – DECLARATION BY STAFF MEMBER	
1. I understand that under this arrangement I will be entitled to additional leave which is non-cumulative and must be taken in the calendar year for which it is granted.	
2. I acknowledge that I have read and understand the rules governing this scheme as set out in the Monash University Enterprise Agreement (Academic and Professional Staff) 2009 – Clause 32	
Signature	Supervisor’s name
Date ___ / ___ / _____	Contact number _____

HR Operations use only		
Processed by	Date: ___ / ___ / _____	Pay Period
Supervisor notified via email		

For assistance, please contact HR Enquiries on 990 20400

Please return completed form to your HR Hub, Monash HR

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