



Important Information:

All applications for participation in the Voluntary Reduced Working Year Scheme (VRWY) should be in accordance with [Clause 30](#) of the Monash University Enterprise Agreement (Academic & General) 2009

You will receive a confirmation from HR Operations when the request for Voluntary Reduced Working Year has been processed

Please complete the relevant shaded sections of this form.

SECTION 1 – STAFF MEMBER'S DETAILS

Name		Staff ID No.							
Department		Contact No.							

SECTION 2 – SCHEME DETAILS

I wish to apply for the Voluntary Reduced Working Year Scheme as outlined in the Enterprise Agreement (*tick as appropriate*)

<input type="checkbox"/>	50/52 Scheme (+ 2 weeks leave)	<input type="checkbox"/>	48/52 Scheme (+ 4 weeks leave)	<input type="checkbox"/>	46/52 Scheme (+ 6 weeks leave)	<input type="checkbox"/>	44/52 Scheme (+ 8 weeks leave)
for commencement from (insert a start date from the beginning of a pay period)							___ / ___ / _____

SECTION 3 – SUPERANNUATION

Select ONE of the following options	<input type="checkbox"/> I have elected to continue making superannuation contributions at the current gross salary rate	
	<input type="checkbox"/> I have elected to reduce my superannuation contributions at the reduced gross salary rate	

SECTION 3 – DECLARATION BY STAFF MEMBER

- I understand that under this arrangement I will be entitled to additional leave, as outlined above, and will receive salary proportionately reduced, spread across a 52 week period.
- I acknowledge that should I take leave in excess of my entitlement under this scheme, due to resignation, change of fraction or early exit from the scheme, the university will offset this against my annual leave balance.
- I understand that all reduced working year leave accrued during the arrangement must be taken during the 52 week period or it will be forfeited at the end of the arrangement.
- I acknowledge that I have read and understand the rules and regulations governing this scheme as outlined in the Monash University Enterprise Agreement (Academic and General) 2009 – Clause 30.

Signature		Date	___ / ___ / _____
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SECTION 4 – DEPARTMENT/UNIT AUTHORISATION

Supervisor Authorisation		Head of Department/Unit Authorisation	
Signature	Date	Signature	Date
Name (PRINT)	Ext.	Name (PRINT)	Ext.

FOR HR OPERATIONS USE ONLY

Processed	Checked	Date	Pay Period

For assistance please contact HR Enquiries on ext 20400

Please return completed form to:

Your HR Hub, Monash HR, Monash University VIC 3800

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<http://privacy.monash.edu/guidelines/collection-personal-information.html#hr>