PURCHASED LEAVE APPLICATION FORM

I, **NAME:** _____, **POSITION:** _____

and **EMPLOYEE NUMBER:** _____ wish to purchase (please specify)

☐ 5 days or ☐ 10 days leave (pro-rata for fractional staff) in accordance with Clause 4.1.9 of the *Macquarie University Enterprise Agreement (2010)*.

I understand that:

i. My purchased leave will accrue on a daily basis during the twelve month (i.e. 26 fortnights) Purchased Leave Period, which will commence from the first full pay period commencing after the date of this application (but not before 24 February 2011).

ii. The purchased leave must be taken within the Purchased Leave Period.

iii. I must apply to take purchased leave in the same way that I apply for annual leave.

iv. Any untaken purchased leave shall be reimbursed at the conclusion of the Purchased Leave Period, at the salary rate immediately prior to the commencement of the Purchased Leave Period.

v. At the conclusion of the Purchase Leave Period I will automatically revert to my ordinary rate of pay.

vi. My ordinary salary rate of pay will be reduced by 2% for 5 days or 4% for 10 days of purchased annual leave. This new rate will be referred to as my purchased leave rate of pay.

vii. All other paid leave taken during the Purchased Leave Period (i.e. personal leave, annual leave, long service leave, etc.) will be paid at the purchased leave rate of pay.

viii. Personal leave cannot be taken during a period of purchased leave.

ix. The purchased leave rate of pay will be the salary for all purposes including superannuation and shift loadings.

x. Higher Duties Allowance will not be paid when a period of purchased leave is taken.

xi. It is my responsibility to seek appropriate financial, taxation and superannuation advice related to any impacts arising from my Purchased Leave application.

Date of Commencement of the Purchased Leave Period will be the first full pay period after this form has been received by Human Resources.

Applicant's Signature: _____ **Date:** ___ / ___ / ____

HR USE ONLY:

Processed/Entered _____ (inits) Date: ___ /___ /___   Checked _____ (inits) Date: ___ /___ /___