

**CASHING OUT LONG SERVICE LEAVE APPLICATION FORM**

**PLEASE COMPLETE AND FORWARD TO:**

Human Resources Branch, Division of University Operations  
 This form is to be used by eligible staff members to apply for payment in lieu of Long Service Leave.  
 The University recommends staff seek independent financial advice.

**STAFF MEMBER DETAILS (PLEASE USE BLOCK CAPITALS)**

Staff ID: \_\_\_\_\_ School/Branch: ..... Work phone: .....

Title: ..... Family name: ..... Given names (in full): .....

**CASHING OUT OF LONG SERVICE LEAVE REQUEST**

I would like to request that the following amount, in full-time equivalent (FTE) days, of my Long Service Leave entitlement to be paid to me in cash:

Number of days to be paid: \_\_ \_\_ Long Service Leave working days (specify hours if part time \_\_ \_\_ \_\_ \_\_ hours) \*

**I confirm that I have:**

- an entitlement to at least sixty five (65) days of Long Service Leave;
- not applied for payment in lieu of Long Service Leave more than twice in this calendar year; and
- not exceeded the thirty (30) day maximum for payment in lieu of Long Service Leave in this calendar year.

Remuneration and Benefits Handbook	Cashing Out Long Service Leave Application Form	Effective Date:	23 March 2021	Version 1.2
Authorised by	Executive Director, Human Resources	Review Date:	22 March 2022	Page 1 of 1
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			