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| **INDIVIDUAL FLEXIBILITY ARRANGEMENT - PURCHASED ANNUAL LEAVE** |

Purchased leave is unpaid leave during which the staff member continues to receive salary which is funded by a reduction in salary over a 52-week period.

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| **Name:** |  |
| **Employee number:** |  | EXT: |
| **Employment type:** | [ ]  FULL-TIME [ ]  PART-TIME \_\_\_\_\_\_ |
| **Classification** | [ ]  ACADEMIC [ ]  PROFESSIONAL [ ]  OTHER |
| **Faculty/Unit:** |  |
| **Campus:** |  |

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| **Purchased leave amount** | [ ]  4 WEEKS (20 days for full-time or pro rata) – results in a salary reduction of 7.6923% over 52 weeks | [ ]  2 WEEKS (10 days for full-time or pro rata) – results in a salary reduction of 3.8461% over 52 weeks |

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| **Leave plan for purchased leave** **Add extra rows, if required** | FROM: | TO: | No. of days |
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| **Projected annual leave balance at start of purchased leave** | \_\_\_\_\_\_\_\_\_\_\_ HOURS. Please look this up on Staff Connect. |

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| **Employee declaration** | I have read and agree to the conditions of purchased leave (page 2) and wish to enter into this Individual Flexibility Arrangement for Purchased Leave.  |
| SIGNATURE: | DATE: |

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| **Nominated supervisor approval** | NAME (please print):  |
| SIGNATURE: | DATE: |

**Please submit a copy of this competed form to** [**Service Central**](https://acu.service-now.com/service_central?id=service&sys_id=e0fa4d51db74e3404f95cae43a9619fa) **using the ‘Purchase of Additional Annual Leave’ request.**

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| **HR USE ONLY** |
| **Agreement to arrangement by HR** | Start of arrangement & averaged of salary See Note: End of pay period \_\_\_ / \_\_\_ / \_\_\_ Date of first pay affected: \_\_\_ / \_\_\_ / \_\_\_ |
| NAME (please print):  |
| SIGNATURE: | DATE: |
| **Note:** The Individual Flexibility Arrangement will commence from the pay fortnight 52 weeks before the end date of the purchased leave, or after agreement to the arrangement by HR. |
| **Entered by:** |  | Date: |  |
| **Copy of form sent to the staff member (to occur within 14 days of HR agreement):** | \_\_\_ / \_\_\_ / \_\_\_\_\_\_ |

**CONDITIONS OF THIS INDIVIDUAL FLEXIBILITY ARRANGEMENT - PURCHASED ANNUAL LEAVE**

The conditions applicable to this Individual Flexibility Arrangement (IFA) for purchased annual leave are set out in section 5.8 of the Recreation Leave Policy, and below.

1. *Duration of IFA:* This IFA is effective for the period identified on page 1 of this form (under the “Agreement to Arrangement by HR” section). Purchased leave salary deductions will be made for the period identified which is equivalent to 52 weeks.
2. *Annual leave loading:* Purchased leave does not attract annual leave loading.
3. *Effect on other forms of leave:* Throughout the 52-week period of this IFA your leave accrual rate will not be affected by the averaging arrangement; therefore, you will continue to accrue leave at the full-time rate (or normal part-time rate). All forms of paid leave taken during the period of the IFA will be paid at the reduced salary rate.
4. *Superannuation:* Compulsory employee and employer superannuation will be based on your reduced salary (Note: for members of a Defined Benefit scheme a reduction in salary may have a long-term impact on benefits). You can elect to maintain your superannuation by topping up both employer and employee contributions.
5. *Independent financial advice:* You may wish to seek independent financial advice prior to entering into this IFA.
6. *Changes to Purchased Leave Dates:* The dates on which approved purchased leave is to be taken are specified on page 1 of this form. The purchased leave dates may be changed via Staff Connect, provided the revised purchased leave dates:
* fall within the 52-week period of this IFA, and
* are approved by your nominated supervisor, and
* are advised to HR.

Any hours of untaken purchased leave at the end of the 52-week period of the IFA will be paid out.

1. *Arrangements that will affect the IFA:* The IFA arrangements will be affected if you:
* take Leave Without Pay for one or more fortnights; and/or,
* are granted approval to decrease your working hours.
1. *Staff representative:* If you wish to involve a staff representative in the negotiation of this IFA, you will do so before signing page 1 of this form. The IFA is an agreement between a staff member and the University and no third-party consent is required to enter into the IFA.
2. *End of IFA:* At the conclusion of the 52-week period of this IFA, it will lapse, and your salary will return to the equivalent level that applied prior to the commencement of the IFA.
3. *Termination of the IFA:* This IFA may be terminated by the University (HR) or the staff member
* by giving no more than 28 days written notice to the other party to the arrangement; or
* at any time, if agreed in writing between you and the University (HR).

If the IFA is terminated or if you leave the University before the end of the 52-week period, a reconciliation will take place, and action will be taken to refund excess deductions related to untaken purchased leave or recover amounts owing for purchased leave taken.