

## AGREEMENT TO ANNUAL LEAVE IN ADVANCE

Some awards or registered agreements allow an employee to take annual leave in advance if their employer agrees in writing.

If the award or registered agreement says that employees can take annual leave in advance, employers and employees can use this template to make an agreement about the annual leave in advance.

The agreement must be:

- signed by both the employee and employer
- say how much annual leave is being taken in advance
- say the day that the leave will start.

Employers must keep a copy of the agreement with their employee's records.

If an employee takes leave in advance and their employment ends before they've accrued it all back, their employer can deduct the amount still owing from the employee's final pay.

*The Fair Work Ombudsman is committed to providing you with advice that you can rely on.*

*The information contained in this template is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or a workplace relations professional.*

Name of employee:

Name of employer:

**The employer and employee agree that the employee will take a period of paid annual leave before the employee has accrued an entitlement to the leave:**

The amount of leave to be taken in advance is: \_\_\_ hours/days

The leave in advance will commence on: \_\_\_ / \_\_\_ /20\_\_

Signature of employee:

Date signed: \_\_\_/\_\_\_/20\_\_

Name of employer representative:

Signature of employer representative:

Date signed: \_\_\_/\_\_\_/20\_\_

*[If the employee is under 18 years of age - include.]*

**I agree that:**

**if, on termination of the employee's employment, the employee has not accrued an entitlement to all of a period of paid annual leave already taken under this agreement, then the employer may deduct from any money due to the employee on termination an amount equal to the amount that was paid to the employee in respect of any part of the period of annual leave taken in advance to which an entitlement has not been accrued.**

Name of parent/guardian:

Signature of parent/guardian:

Date signed: \_\_\_/\_\_\_/20\_\_