

SURNAME: _____	FIRST NAME: _____	CAREGIVER NO: _____
DEPARTMENT: _____		HOSPITAL/DIVISION: _____

Current Annual Leave Balance: _____
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I have read and understood the below conditions applicable to a Purchased Leave Arrangement. Specifically, I acknowledge that:

- Only 1 or 2 weeks of additional leave can be purchased in an ongoing arrangement, which the Caregiver or Employer may cancel at any time.
- Purchased leave will accrue on a fortnightly basis (based on ordinary hours worked/paid each fortnight).
- All purchased leave is to be used within the 12 months from the date of accrual.
- My salary will be reduced by an amount equivalent to the additional leave purchased set up as a percentage salary deduction each fortnight until HR are advised to cancel this arrangement.
- Granting of purchased leave will not be approved if I have accrued in excess of my annual leave entitlements.
- Any changes to salary packaging are my responsibility.
- Deductions are based on ordinary hours worked / paid leave, in each fortnight.

<input type="checkbox"/>	1 Week Additional Leave ( <i>deduction = 1.9165% of ordinary hours</i> )
<input type="checkbox"/>	2 Weeks Additional Leave ( <i>deduction = 3.833% of ordinary hours</i> )

<input type="checkbox"/>	Discontinue Purchased Leave
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*Please note, commencement and discontinuation of Purchased Leave will be effective pay period after date of signature*

CAREGIVER SIGNATURE _____	DATE _____
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LINE MANAGER SIGNATURE _____	DATE _____
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GROUP DIRECTOR/CEO OR DELEGATE _____	DATE _____
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<b>HR USE ONLY</b>		
Purchased Leave Setup <input type="checkbox"/>	Purchased Leave Ceased <input type="checkbox"/>	Effective Date _____
Actioned by _____	Date _____	
Checked by _____	Date _____	

<b>PAYROLL USE ONLY</b>	
Start Date Leave Accrual: _____	End Date Leave Accrual: _____
New PLV accrual code added in HRIS <input type="checkbox"/>	New PLV accrual code ended in HRIS <input type="checkbox"/>
Deduction 898 set up in HRIS <input type="checkbox"/>	Deduction 898 ceased <input type="checkbox"/>
'Prompt Warning' added in HRIS (0271) <input type="checkbox"/>	Prompt Warning' added in HRIS (0271) <input type="checkbox"/>
Name: _____	Date: _____