### Am I able to cash out annual leave?
Under the provisions of the Individual Flexibility Arrangements in the Enterprise Agreement 2013-2016 in situations of financial hardship an employee may elect to be paid a lump sum for part of their annual leave entitlement rather than taking the leave.

### What constitutes financial hardship?
The University does not request evidence of financial hardship and it is at the discretion of the individual staff member to determine this prior to making application for cash out.

### How much annual leave can be cashed out?
You can request any amount of annual leave to be cashed out as long as you retain a leave balance of at least four (4) weeks annual leave. You can check your current annual leave balance via [Web Kiosk](#).

### Can my supervisor request me to cash out a portion of my annual leave to reduce my leave entitlements?
No. Cash out arrangements can only be requested by individual employees.

### How do I apply to cash out annual leave?
Via the [Leave Application](#) form.

### Who can approve cash out of annual leave?
Band 6 approvers and above.

### Further Details
[Charles Sturt University Enterprise Agreement (2013 – 2016)](#)