## Am I eligible to apply?
To be eligible for Purchased Leave an employee must have on the date of application:
- a) completed six months service with CSU; and
- b) an Annual Leave balance of less than 20 days; and
- c) a Long Service Leave balance of less than 3 months;
- d) continuing employment or at least 18 months remaining on their fixed term appointment; and
- e) not have an existing purchased leave balance.

## How do I request a purchased leave arrangement?
Complete the [Purchased Leave Application Form](#), and forward to your supervisor.

## What will be considered when requesting a purchased leave arrangement?

## How much notice do I need to give?
The completed form needs to be submitted at least 6 weeks in advance to the HR Service Centre for processing. It is however good practice to be discussing options and plans with your supervisor with as much lead time as possible.

## How much leave can I purchase?
Employees may apply to purchase leave of either 1 week, 2 weeks, or 4 weeks, in addition to their normal Annual Leave entitlement.

## What is the effect on my salary?
Salary deductions will be made before tax, over a 12 month period. A calculator is available at: [http://www.csu.edu.au/division/finserv/staff/remuneration/remuneration](http://www.csu.edu.au/division/finserv/staff/remuneration/remuneration)

<table>
<thead>
<tr>
<th>Number of weeks purchased</th>
<th>Deducted over 12 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 weeks additional leave</td>
<td>8.0769% per fortnight</td>
</tr>
<tr>
<td>2 weeks additional leave</td>
<td>4.0385% per fortnight</td>
</tr>
<tr>
<td>1 weeks additional leave</td>
<td>2.01925% per fortnight</td>
</tr>
</tbody>
</table>

## When do salary deductions commence?
Salary deductions will commence the first pay period after the Purchased Leave commencement date.

Please note there will always be a gap between salary deduction periods if you are applying for a subsequent period of purchased leave. This is to enable the Division of Finance to conduct a reconciliation at the end of each purchased leave arrangement (i.e. once salary deductions have finished and all purchased leave has been taken).

## What is the effect on my leave entitlements?
Annual, Personal, Special and Long Service Leave will continue to accrue at the normal salary rate. With the exception of Leave Without Pay, when leave is taken during this arrangement the purchased leave deductions will continue. General staff applying for Purchased Leave are expected to keep flexi-time credits below sixteen (16) hours in each accounting period.

## What is the effect on my superannuation?
There is no effect to your superannuation. The University will maintain its employer contribution at the normal salary rate. Employee contributions will remain at the normal salary rate.

## What is the effect on my service fraction?
There is no effect on your service fraction.

In the event of any discrepancy between this fact sheet and the Enterprise Agreement or Leave Manual, the terms of the Agreement or Leave Manual will prevail.

Last reviewed: October 2013
### Purchased Leave

#### Division of Human Resources Fact Sheet

**In the event of any discrepancy between this fact sheet and the Enterprise Agreement or Leave Manual, the terms of the Agreement or Leave Manual will prevail.**

<table>
<thead>
<tr>
<th>How does Purchased Leave accrue?</th>
<th>Purchased Leave is accrued on a daily basis from the commencement of salary deductions. Purchased leave will not accrue during periods of Leave Without Pay.</th>
</tr>
</thead>
<tbody>
<tr>
<td>When can Purchased Leave be taken?</td>
<td>Purchased Leave can be taken as it is accrued (minimum of 1 day) upon application to your supervisor. All Purchased Leave must be taken within 3 months of the final salary deduction.</td>
</tr>
<tr>
<td>How do I apply to take Purchased Leave?</td>
<td>You book your Purchased Leave via the <a href="#">Web Kiosk</a>. Security staff and part time staff without a set roster are required to apply via the <a href="#">Purchased Leave Form</a>. You must have taken any leave purchased previously prior to making subsequent applications for purchased leave.</td>
</tr>
<tr>
<td>Why does purchased leave need to be reconciled?</td>
<td>Upon the cessation of a purchase leave agreement, a reconciliation of the employee's purchased leave will be conducted to ensure that the deductions processed were equal to the value of the purchased leave taken. If the reconciliation results in a difference between the amount deducted and the value of the leave taken, the employee will be required to make additional payments to address any deficit or will receive reimbursement for any credit as applicable.</td>
</tr>
</tbody>
</table>