



# **Annual Holiday Pay Out Policy**

**Understanding Your Options**



# Two Policy Approaches

## **Option 1: No Pay Out**

Holidays prioritise rest and recreation, not cash conversion.

## **Option 2: Considered Requests**

Requests assessed per Holidays Act 2003 provisions and guidelines.



# Making Your Request

01

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## **Submit in Writing**

Request up to one week's leave pay out per entitlement year.

02

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## **Send to HR**

Forward request to Human Resources for consideration.

03

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## **Await Response**

Written decision provided within specified timeframe.

# Key Requirements

1

## **Maximum Amount**

Up to one week's leave per entitlement year only.

2

## **Written Format**

Must specify exact portion of leave requested.

3

## **Resubmission Allowed**

Further requests permitted if initially declined.



# Understanding the Terms



## Entitlement Year

12 months' continuous employment from your commencement anniversary date.



## Ordinary Weekly Pay

Regular pay including incentives, overtime, and board value.



## Average Weekly Earnings

1/52 of gross earnings under employment agreement terms.

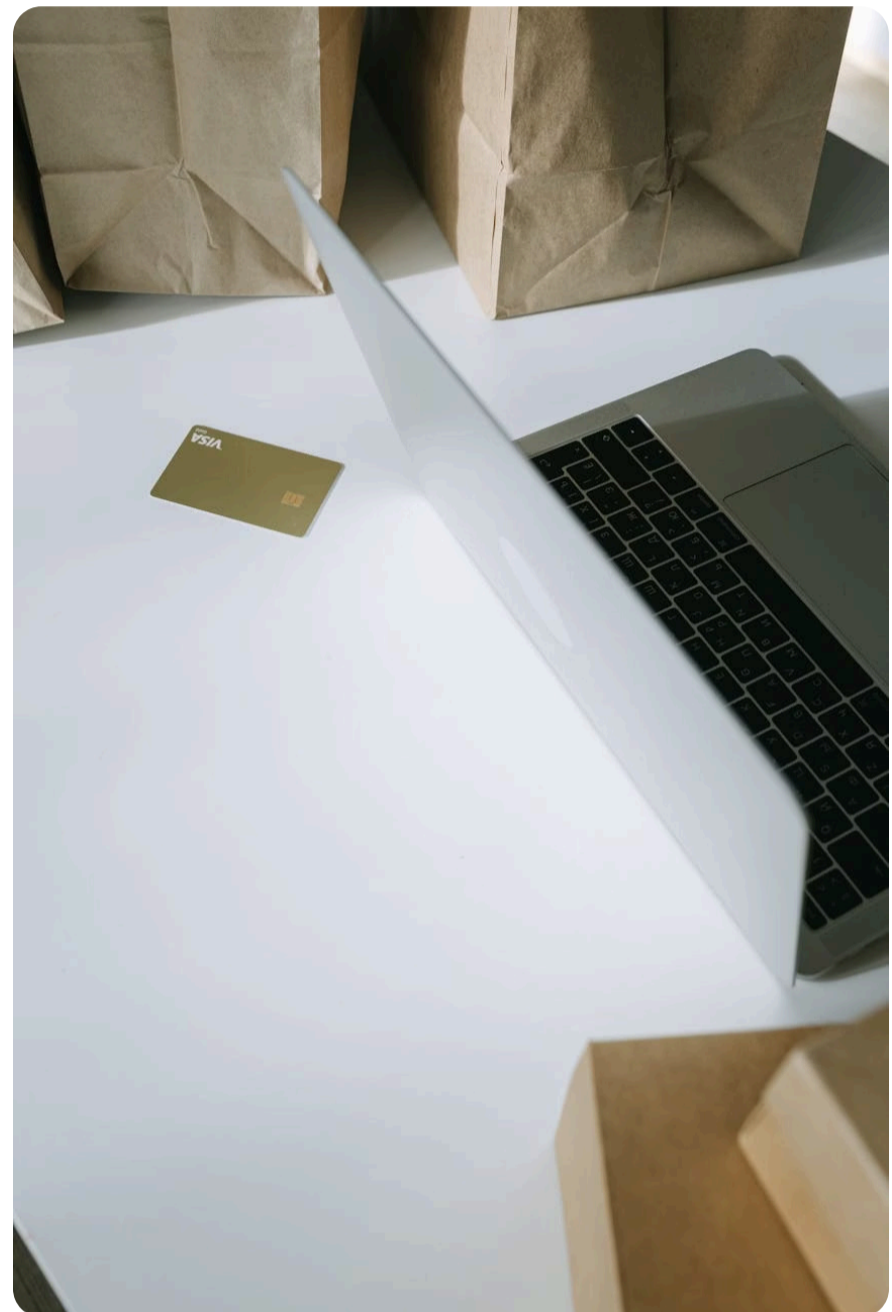
# Payment Details

## Amount

Same rate as taken annual holidays.

## Timing

Included in next regular pay after approval.



- 📄 Employer may decline without providing reasons



# Need Guidance?

Contact **HR Unlocked** for expert advice on holiday entitlements and policy questions.

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