# Agreement to cash out annual leave

|  |  |
| --- | --- |
| Employee name: |  |
| Employee title: |  |
| Employer name: | Employer name |

The employer and employee agree to the employee cashing out a particular amount of the employee’s accrued paid annual leave. The amount of leave to be cashed out is: \_\_\_\_\_ hours/days

The payment to be made to the employee for the leave is: $\_\_\_\_\_\_\_\_\_\_ (gross) (from which tax will be deducted).

The payment will be made to the employee on: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Employee signature: |  | Date: |  |
| Employer representative name: |  |  |  |
| Signature: |  | Date: |  |

**Include if the employee is under 18 years of age:**

|  |  |
| --- | --- |
| Parent/ guardian name: |  |
| Parent/ guardian signature: |  |
| Date: |  |