**Agreement to take annual leave in advance**

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

The employer and employee agree that the employee will take a period of paid annual leave before the employee has accrued an entitlement to the leave. The amount of leave to be taken is: \_\_\_\_\_ hours/days.

The leave will commence on: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_ and end on: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_

[For employees covered by a modern award that allows for negative leave balances to be deducted from their final pay, also insert:] The employee agrees that in accordance with insert relevant clause of insert relevant modern award, if, on termination of the employee’s employment, the employee has not accrued an entitlement to a period of paid annual leave already taken under this agreement, then the employer may deduct from wages due to the employee an amount equal to the amount already paid to the employee in respect of annual leave taken.

|  |  |  |  |
| --- | --- | --- | --- |
| 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: |  |