

Procedure for Requests to Cash out Annual Leave

A CMW may request to cash out a portion of their annual leave accruals where they have more than one (1) years' worth of accrued annual leave (i.e. 175 hours or 210 hours dependent upon the roster).

If a CMW requests to cash out a portion of their annual leave entitlements you must:

1. Provide the CMW with the following template via email:

Example Template

Dear *[insert name]*,

Thank you for your query in relation to cashing out annual leave under the WorkPac Coal Mining Agreement 2019.

WorkPac's records indicate you currently have *[insert]* hours in accrued annual leave.

In order for WorkPac to process your request, can you please confirm how many hours annual leave you would like to cash out.

Please note, you cannot request to cash out all your accrued annual leave. You must leave at least one (1) years' worth of annual leave (either 175 hours or 210 hours depending on your roster) accrued after the deduction of the cashed out hours.

Once WorkPac has received your request, it will provide you with an Agreement to Cash Out Annual Leave which you will need to sign and execute prior to payment being made.

Kind Regards,

2. Once the CMW has confirmed the amount of annual leave they are requesting be cashed out, the CMW's available annual leave balance must be checked to ensure that at least one (1) years' accrued annual leave will be left after the deduction (this will either be 175 hours or 210 hours depending on the roster of the CMW).
3. Fill out the Agreement to Cash Out Annual Leave (see next page). The Agreement must specify:
 - a. The number of hours of annual leave the CMW is requesting to cash out; and
 - b. The cashout or payment amount - this can be calculated by taking the current hourly rate of the CMW and multiplying that figure by the hours being cashed out.

Example:

Jim is a permanent Level 3 Mineworker on a rate of \$43.00/hour. Jim wants to cash out 25 hours of accrued annual leave. To calculate Jim's payment:

$\$43.00 * 25 = \1075.00 (gross or before tax)

4. After you have filled out the Agreement to Cash Out Annual Leave, ask your BCM to execute on behalf of WorkPac.
5. Provide the executed copy of the Agreement to Cash Out Annual Leave to the CMW and ask them to execute and return the document to you.
6. Once the Agreement to Cash Out Annual Leave has been signed and returned by the CMW, please provide to ServiceCentrePayroll@workpac.com. **Payment of cashed out leave is only to be processed by Payroll. It is not to be processed at a Business Centre Level.**
7. A copy of the executed Agreement to Cash Out Annual Leave must be placed on the CMW file in Chili Max.

Please contact IRIssues2@workpac.com if you have any queries to this process

WorkPac Coal Mining Agreement 2019

CMW Agreement to Cash Out Annual Leave (COAL Only)

The WorkPac System



I. CMW Details

Name of CMW:			
Site:		Crew:	
Pursuant to Clause 20.10(b) of the <i>WorkPac Coal Mining Agreement 2019</i> , WorkPac and the CMW agree that the CMW may cash out the CMW's accrued paid annual leave as per below:			
Amount of annual leave to be cashed out:	hours		
Payment to be made to the CMW:	\$ (The appropriate amount of tax as required by law will be deducted from the amount paid to the CMW.)		
Date payment will be made:	/ /		
Annual Leave Balance remaining:	hours (After cash out deduction)		

2. WorkPac Acknowledgement:

Final Approval:		
Signature of CMW:		Date: / /
Signature of WorkPac Representative:		Date: / /
Name of WorkPac Representative:		
Date Received:	/ /	

*CMW means Coal Mine Worker (i.e. an employee covered by the WorkPac Coal Mining Agreement 2019).