

Procedure for Requests to Cash out Personal Leave

Under the WorkPac Coal Mining Agreement 2019, a CMW may request to cash out a portion of their personal leave accrual in certain circumstances.

A CMW will be entitled to cash out up to:

- 25 hours after the second anniversary of their employment with WorkPac; and
- 50 hours per year for every anniversary of their employment with WorkPac thereafter.

A CMW must retain at least 210 hours of personal leave after the cashed out amount has been deducted.

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

1. Confirm the following details:
 - i. The length of time the CMW has been employed by WorkPac (must be in excess of two (2) years); and
 - ii. The CMW's current Personal Leave Balance (must be in excess of 210 hours).
2. If the CMW has either been employed by WorkPac for less than two (2) years or has a personal leave balance of under 210 hours, provide the CMW with the following response via email:

Example Template

Dear *[insert name]*,

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

Under the WorkPac Coal Mining Agreement you will be entitled to apply to cash out up to:

- i. 25 hours after the second anniversary of your permanent employment with WorkPac; and*
- ii. 50 hours per year after every anniversary of your permanent employment with WorkPac thereafter.*

Please note, you cannot request to cash out all your accrued personal leave. You must leave at least 210 hours of accrued personal leave after the deduction of the cashed out hours.

WorkPac's records indicate you have not been permanently employed by WorkPac for over two (2) years and are therefore currently unable to request to cash out your personal leave.

OR [DELETE AS APPLICABLE]

WorkPac records indicate that you currently have less than 210 hours in accrued personal leave and are therefore currently unable to request to cash out your personal leave.

Kind Regards,

3. If the CMW has been employed by WorkPac for more than two (2) years and has more than 210 accrued hours, provide the CMW with the following template via email:

Dear *[insert name]*,

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

Under the WorkPac Coal Mining Agreement you will be entitled to apply to cash out up to:

- i. 25 hours after the second anniversary of your permanent employment with WorkPac; and*
- ii. 50 hours per year after every anniversary of your permanent employment with WorkPac thereafter.*

*WorkPac's records indicate you been permanently employed by WorkPac for over two (2) years and currently have *[insert]* hours in accrued personal leave.*

WorkPac Coal Mining Agreement 2019

CMW Request to Cash Out Personal Leave (COAL Only)

The WorkPac System



You are therefore entitled to cash out up to [insert] hours of personal leave.

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

Please note, you cannot request to cash out all your accrued personal leave. You must leave at least 210 hours of accrued personal leave after the deduction of the cashed out hours.

Kind Regards,

4. Please see below an example of how to calculate the amount of personal leave the CMW is entitled to cash out:

Example:

Jim has been permanently employed by WorkPac for three years and two weeks and has a personal leave balance of 300 hours.

Jim will be entitled to cash out 75 hours of personal leave, which is calculated as follows:

25 hours (because Jim has passed his 2nd anniversary) + 50 hours (because Jim has passed his 3rd anniversary)
= 75 hours

300 (accrued personal leave) – 75 hours = 225 hours (Jim must retain a balance of 210).

Jim can cash out 75 hours of his personal leave it.

5. Once the CMW has confirmed the amount of personal leave they are requesting be cashed out, fill out the *Agreement to Cash Out Personal Leave* (see next page).
6. After you have filled out the *Agreement to Cash Out Personal Leave*, ask your Business Centre Manager to execute on behalf of WorkPac.
7. Provide the executed copy of the *Agreement to Cash Out Personal Leave* to the CMW and ask them to execute and return the document to you.
8. Once the *Agreement to Cash Out Personal 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.**
9. A copy of the executed *Agreement to Cash Out Personal Leave* must be placed on the CMW file in Chili Max.

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

WorkPac Coal Mining Agreement 2019

CMW Agreement to Cash Out Personal Leave (COAL Only)

The WorkPac System



1. 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 personal leave as per below:	
Amount of personal 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:	/ /
Personal 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).