# AGREEMENT TO PAY ANNUAL LEAVE IN ADVANCE

Name of employee: ………………………………………………….

Name of employer: ………………………………………………….

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 in advance is: ……………hours/days

The leave will commence on: …../…../20…..

Name of employer representative: ………………………………………………….

Signature of employer representative: ………………………………………………….

Date signed: …../…../20…..

The employee agrees that:

If, on termination of the employee’s employment, the employee has not accrued an entitlement to all of a period of paid annual leave already taken under this agreement, then the employer may deduct from the employee on termination of employment an amount equal to the amount that was paid to the employee in respect of that annual leave taken in advance to which an entitlement has not been accrued.

Signature of employee: ………………………………………………….

Date signed: …../…../20…..

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

Name of parent/guardian: ………………………………………………….

Signature of parent/guardian: ………………………………………………….

Date signed: …../…../20…..