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Health Organisation						
☐ CCLHD	☐ MNCLHD	☐ NSLHD	☐ SCHN	☐ AMB	☐ CHW	☐ Other:
☐ FWLHD	☐ MLHD	☐ SESLHD	☐ SLHD	☐ AWH	☐ HSNSW	
☐ HNELHD	☐ NBMLHD	☐ SWSLHD	☐ WNSWLHD	☐ CEC	☐ IMET	
☐ ISLHD	☐ NNSWLHD	☐ SNSWLHD	☐ WSLHD	☐ CETI	☐ JH / TRES	

LEAVE ELECTION

Complete this form as part of the new starter paperwork; on your anniversary date if a change in election is required; or (for Nurses only) when requesting to cash out additional leave

Assignment Number (or Employee No) *Mandatory*									-		

Surname		**Given Name (s)**	
Location/Facility		**Contact Phone Number**	

PART 1: PUBLIC HOLIDAY CREDIT ELECTION

- Applicable for Full-time and Part-time staff
- This is not applicable for Medical Officers or for Full Time Nursing Staff working a seven-day shift roster. The Nurses Award includes a mandatory entitlement of 228 hours annual leave which incorporates Public Holidays.

For each public holiday I elect:

☐ **Money** To be paid within the pay period in which the public holiday occurred. E.g. If Public Holiday is worked, payment = ONE DAY NORMAL AND ONE DAY @150%.

☐ **Time** To be added to my annual leave entitlement. E.g. If Public Holiday is worked, payment = ONE DAY NORMAL AND ONE DAY @50% and ONE DAY IS ADDED TO MY ANNUAL LEAVE ENTITLEMENT.

PART 2: EXTRA LEAVE ELECTION

- Applicable for employees who work hours at ordinary time on a Sunday and/or public holiday; and Nurses who accrue 6 weeks annual leave
- The amount of leave varies from one to five days and is dependent upon the number of ordinary shifts worked on these days.

For extra leave resulting from working ordinary time on a Sunday and/or Public Holiday, I elect:

☐ **Money** To be paid the monetary value without having to take extra leave. If Money is elected the extra leave will be paid in the pay period of the anniversary date.

☐ **Time** Have the extra leave added to my leave entitlement. This leave can be taken after the date of anniversary.

PART 3: REQUEST TO CASH OUT ADDITIONAL LEAVE NURSES' & MIDWIVES (STATE) AWARD ONLY

This election to cash out additional leave applies to employees covered by the above Award, and who have accrued additional leave through:

- The additional fifth and sixth weeks for working a seven day roster;
- The extra leave for working Sundays and/or Public Holidays; and
- The additional seven days leave for working at Tibooburra and Ivanhoe District Hospital.

Employees may elect to cash out either the total value of accrued additional leave at the point of election OR a nominated proportion of the total value of accrued additional leave **(with a minimum of one weeks' accrued additional leave**) on up to **three** occasions in their anniversary year.

☐ Please payout **all** my total accrued additional leave, **or** ☐ Please payout _____ **hours** of accrued additional leave

EMPLOYEE SIGNATURE		**DATE:** (DD/MMM/YY)

Please follow your internal Local Health District procedures to forward forms

All internal procedures including necessary approval and sign off must be completed before forwarding this form to HealthShare NSW If you are unsure of your Local Health District internal procedures, please contact your Local Health District.

HealthShare NSW contact details are as follows:

Service Centre	Email:	Fax:
Newcastle	esunewcastle@hss.health.nsw.gov.au	(02) 4926 7878
Parramatta	Parramatta.StaffLink@hss.health.nsw.gov.au	(02) 9685 3869

Please note: It is the responsibility of the LHD to make sure that all internal LHD procedures have been followed before this form is forwarded to HealthShare NSW.