



Application for 48/52 Week Employment Cycle

Please note:

- ★ Applies to Academic & General staff employed for at least 52 weeks from date of commencing the 48/52 employment cycle.
- ★ After appropriate approvals have been obtained, keep a copy for your records and forward the original to Human Resources Mail No. H14 or Fax. (9214) x8565.

Employee Details (Please use block letters)

Employee Number	Internal Phone No.
Surname	First Name
Department	
Employment Category (Please tick)	<input type="checkbox"/> General Staff <input type="checkbox"/> Academic Staff
Tenure Status	<input type="checkbox"/> Ongoing <input type="checkbox"/> Fixed-term -Contract Expiry Date

Start Date of Cycle (Must commence on the first Monday of a new pay period)

Leave During 12 Month 48/52 Week Employment Cycle	Salary reduction %	Date From <i>First working day absent</i>	Date To <i>Last working day absent</i>	Total Days Absent
Annual Leave				
At least 20 days				
Additional Leave				
Up to 6 weeks	<input type="checkbox"/> 1 week 51/52 1.92%			
	<input type="checkbox"/> 2 weeks 50/52 3.85%			
	<input type="checkbox"/> 3 weeks 49/52 5.77%			
	<input type="checkbox"/> 4 weeks 48/52 7.70%			
	<input type="checkbox"/> 5 weeks 47/52 9.62%			
	<input type="checkbox"/> 6 weeks 46/52 11.52%			

Employee's Authorisation

I am aware that:

- My salary will be reduced by an amount proportionate to the additional leave over the 52 week period as detailed above.
- All accrued flexible leave arising during the 12 month period must be taken in the 12 month period.
- Adopting a 48/52 employment cycle will have an affect on my superannuation, including my employer superannuation contributions to decrease proportionately to the reduction in my salary.

The effect of the 48/52 employment cycle on superannuation will vary according to your Superannuation Scheme and Plan. It is recommended you consult your Superannuation Scheme if you need more information on the effect on your superannuation and options that may be available to you.

Contact Details are:

Unisuper: http://www.unisuper.com.au/aboutunisuper/how_to_contact_us.cfm

GSO: <http://www.gsoconnect.com.au/>

VicSuper: http://www.vicsuper.com.au/contact_us.asp

If you are uncertain as to the advisability of adopting a 48/52 week employment cycle, then it is recommended that you consult a qualified financial adviser.

Employee's Signature _____ Date _____

Manager's Approval

Name _____ Position Title _____

Managers's Signature _____ Date _____

For use by Human Resources only

HRIS updated by _____ Date _____

Copy to Superannuation Officer (Please tick)