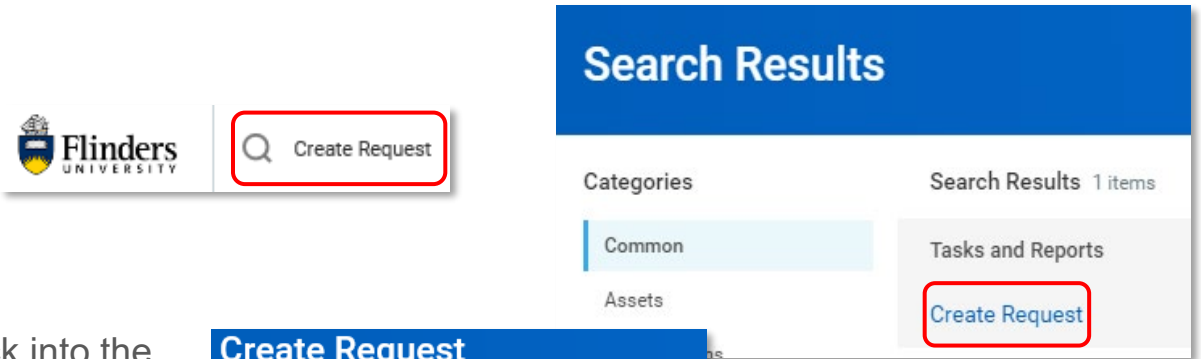
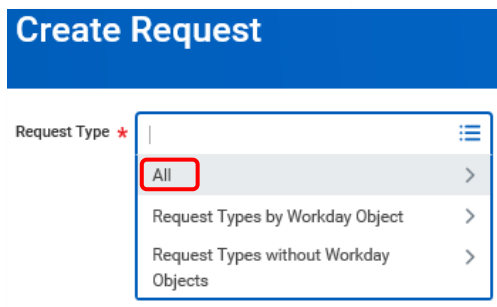


Search for *Create Request* on the search bar and select *Create Request*

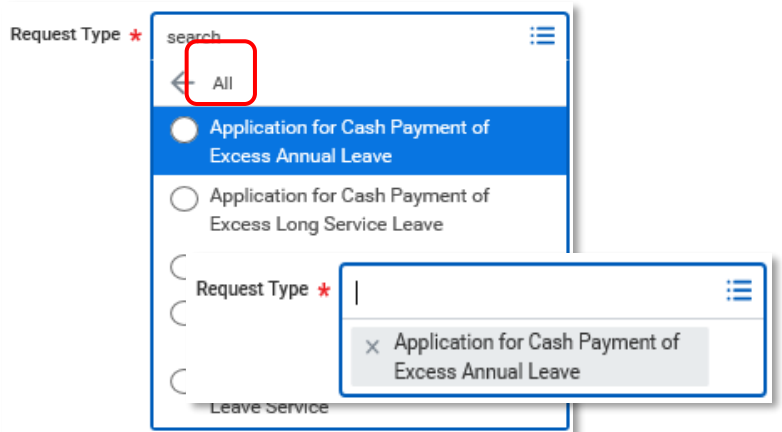


Click into the *request type* and select *All*

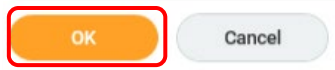


Note: For information on this leave type, please refer to clause 30.9 of the EA

Select *Application for Cash Payment of Excess Annual Leave*



Select *OK*.



Complete the application for Cash Payment of Excess Annual Leave as it applies to you, attach any relevant documentation, select *Submit*.

Your request will then be sent through to your supervisor for review and approval.

