



Australia Annual Leave (PTO) Cash Out FAQs

Effective January 1, 2024

1. Why are we allowing this annual leave cash out?

We have heard from employees that they would like the ability to cash out a portion of annual leave in order to use this benefit more flexibly.

2. Must I take annual leave in order to utilize the annual leave cash out benefit?

No. You can apply for annual leave cash out straight up in the Workday system without taking annual leave. A reminder: your annual leave balance must be 20 days or more after the cash out days have been deducted. Please ensure that you submit all your annual leave cash out requests in [Workday](#).

3. Are interns or Adobe Paid Temps entitled to this cash out benefit?

Yes. Interns and Adobe Paid Temps can utilize annual leave cash out if they meet the eligibility rules.

4. Will the annual leave cash out reduce my annual leave (PTO) balance?

Yes, your annual leave or PTO will be reduced by the amount of the cash out.

5. What is the maximum number of days I can cash out?

There is no maximum number of days that you can cash out however you would need to ensure that your leave balance is at least 20 days or more after the cash out days are deducted.

6. Can I request an annual leave cash out more than once?

Yes, you can request annual leave cash out as many times as you want, so long as your balance is at least 20 days or more after each cash out.

7. What date should I apply for annual leave cash out?

Once you are eligible for annual leave cash out and decide you want to utilize this benefit, you should apply for annual leave cash out in Workday on today's date.

8. How much will the annual leave cash out be?

Your annual leave cash out will be paid at your regular monthly base salary rate. The calculation for sales and non-sales employees are as follows:

Pay out = base salary x # of days of cash out / 260 days = \$XXX

For example, if you have met the eligibility criteria, wish to cash out 5 days and your base salary is A\$100,000, your payout will be calculated as follows:

A\$100,000 x 5 days / 260 days = A \$1,923.08



This figure is a gross number and before statutory taxes are deducted. This figure will also be calculated and communicated on the agreement in Workday for your e-signature.

9. I am a sales commissioned employee, how will this annual leave cash out impact my commissions?

This will not impact your commissions. You will be paid as if you are on annual leave i.e., you will continue to be paid base salary plus actual commissions.

10. What is the tax and superannuation implications on this annual leave cash out payment?

Your annual leave cash out is treated as salary and subject to income tax. Superannuation will apply on top of these payments (subject to any relevant caps).

11. When will the annual leave cash out be paid?

Annual leave cash out will be paid out the month following submission in Workday.

12. Where and how can I apply for this annual leave cash out?

You can only apply for annual leave cash out through Workday. Please refer to [this knowledge article in the Support Centre](#) for a step-by-step guide on how to apply. Please note you will need to read, acknowledge and apply your e-signature to a consent form via Adobe sign in Workday on the same day as your application. Without this signed agreement, your annual leave cash out will not be processed. All agreements which are not signed on the same day will automatically be cancelled in Workday the very next business day.

13. Will my manager have to approve my annual leave cash out request?

No, manager approval is not required. Note – Workday will automatically send a notification to your manager when you request a cash out. If you are going on annual leave, you need to seek manager approval *and* enter your annual leave into [Workday](#).

14. I applied for annual leave cash out in Workday, but I don't think it has been paid to me? What could have happened?

The two main probable reasons why annual leave cash out has not been paid are as follows:

1. You did not e-sign the agreement on the same day you applied for annual leave cash out in Workday. As outlined in this [knowledge article in the Support Centre](#), you must apply for annual leave cash out in Workday and then agree (confirming this with your e-signature) to the terms of the annual leave cash out (agreement can be found in your Workday inbox). Any agreements which are not signed on the day of application are automatically cancelled in Workday the very next business day. If this applies to you, you will be required to apply for annual leave cash out again in Workday.
2. Depending on the timing of when you applied and successfully e-signed the agreement, it's possible that you missed the payroll cut off that month and it will be paid the following month. For example, if you applied on the 5th of February, your annual leave cash out will not be paid until mid-March (at the same time as your regular monthly salary).



15. Must I use this benefit?

No, annual leave cash out is a 100% discretionary benefit. You may choose not to utilize this benefit.

16. After the annual leave cash out has been paid, can any changes be made?

No. Once the annual cash out agreement has been signed, or the payment has been made, no amendments (including cancellations) can be made.