



Australian
National
University

To: Human Resources Division
Remuneration and Conditions Branch
Chancery 10A

Subject: This is to accompany the attached unpaid leave application for which I have already received salary.

Dear HR Client Services Officer

I understand that the attached unpaid leave application is for a period of time for which I have already received salary.

Where the overpayment is up to \$200.00, I give permission to the Remuneration and Conditions Branch to recover the overpayment resulting from this late unpaid leave application, from the next available pay day.

Where the overpayment is greater than \$200.00, I give permission for the Remuneration and Conditions Branch to recover the overpayment in instalments of \$200.00 per pay from the next available pay day, until the total debt is repaid.

Name:

Uni Id:

Signature:

Date:

Note:

You will receive a confirmation email from the Remuneration and Conditions Branch advising the total amount of the overpayment and details of the recovery.