



Department of Shared Administrative Services
Office of Personnel Management
Leave Payout Authorization (IT0416)

Employee Name (Last, First Middle Initial)		Personnel Number	Effective Date
Business Area	Agency Name	Personnel Area	Organizational Unit

LEAVE CATEGORIES AND CODES: Leave may be requested in 15-minute increments only.

☐ ANNL - Annual		Hours/Minutes
☐ EMBD - Birthday		Hours/Minutes
☐ HLDY - Holiday		Hours/Minutes
☐ COMP - Compensatory (1.0) QT 15 (C00)		Hours/Minutes
☐ COMP - Compensatory (1.5) QT 16 (C00)		Hours/Minutes
☐ COMP - Compensatory (1.5) QT 16 (C06)		Hours/Minutes
☐ SICK Payout (for Retirement Use Only) _____		Hours/Minutes

Please note the following:

1. Data must be entered in Infotype 0416 for each leave category.
2. Effective Date for employee exiting state employment should equal employee's termination date.
3. Effective Date for other payouts should equal pay period beginning date.
4. Maximum payout for all Retiree-Sick categories may not exceed \$7,500.00.
5. The amount due an employee for accrued and/or unused leave shall be paid to the employee in a lump sum upon retirement, resignation, termination or other action only. The lump sum will not exceed 30 days/240 hours of Annual Leave including Holiday Leave. In the event of death of an active employee, 60 days is the maximum Annual Leave Payout including Holiday Leave to the employee's estate.

Employee Signature	Date

Comments:

AUTHORIZATION: I affirm the Agency has sufficient appropriation as approved by the Chief Fiscal Officer of the state and appropriate funding to expense this action.

☐ Approved	Approving Authority	Date
☐ Denied		
☐ Approved	Approving Authority	Date
☐ Denied		
Data Entered By		Date