



Vacation/Compensatory Time Termination Worksheet

Mail Original Form: Human Resources Payroll, Mail Code 5612
E-Fax: Your HR Payroll Representative

Please refer to [SPP 702-01](#) for maximum amounts allowed.
 Sick Leave is paid out by the State—on Retirement ONLY.

EMPLOYEE NAME: _____

EMPLOYEE ID#: _____

POSITION #: _____

DEPARTMENT: _____

PAY GROUP: _____

_____ **Vacation hours** As of _____ (MM/DD/YYYY)

ADD: _____ **Vacation hours ACCRUED**, but not yet recorded in PeopleSoft

SUBTRACT: _____ **Vacation Hours TAKEN** during current pay period, but not recorded

VPO		TOTAL VACATION HOURS TO BE PAID
CTP		TOTAL COMPENSATORY HOURS TO BE PAID

DATE (MM/DD/YYYY): _____ PHONE: _____

PREPARED BY _____

DATE (MM/DD/YYYY): _____

APPROVED BY _____

EFFECTIVE DATE of termination: _____ (MM/DD/YYYY)

NOTE: All vacation AND compensatory payoff pays are taxed at a flat rate of 25% (federal tax only).
 State taxes are determined by what is currently in the PeopleSoft system.