



Vacation/Compensatory Time Payout Worksheet

Employee Info

Name: _____ ID#: _____ Record #: _____ Account #: ET51056

Position #: _____ % FTE _____ Department: _____ Pay Group: _____

Last Day of Work: _____ Effective Date of Termination: _____

Type of Termination: Involuntary Voluntary

Department Comment:

Calculations

_____ Vacation hours as of PPE _____ (mm/dd/yy)

_____ ADD Vacation hours accrued but not recorded

_____ SUBTRACT Vacation hours taken but not recorded

_____ SUBTOTAL

_____ Max Payout

_____ VAD Vacation Hours to be adjusted

Total to Be Paid

_____ VPO Vacation Hours to be paid

_____ CTP/CPO* Compensatory Hours to be paid

*CPO is for Police Officers only

Payout based on 100% FTE.

Remember to adjust on FTE less than 100%.

Classified Employees*

Service Years	Hours	Hourly Accrual Rate
0 to 2 years	88	0.042307
Over 2 to 4 years (after second anniversary date)	128	0.061539
Over 4 years (after fourth anniversary date)	176	0.084615

Service Professionals & Administrative Employees

0 plus years service	176	0.084615
----------------------	-----	----------

*Note: Vacation Payout will not exceed the amount earned for one year of service, determined by length of service and FTE.

Approvals

PREPARED BY: Name: _____ Date: _____ Phone: _____

APPROVED BY: Name _____ SIGNATURE: _____ Date: _____

MORE INFO: [Business Process Guide for Vacation and Compensatory Time Payouts](#). Please refer to [SPP 702-01](#) for maximum amounts allowed.

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