



FLORIDA STATE UNIVERSITY
 OFFICE OF HUMAN RESOURCES
 A6200 University Center
 Tallahassee, FL 32306-2410
 Phone: (850) 644-9610
 Fax: (850) 645-9510
 Email: acapenos@fsu.edu

REQUEST TO RETAIN COMPENSATORY LEAVE
(Executive Service, A&P, and USPS)
Submission Deadline is December 8, 2017

Any compensatory leave earned through and not used by December 14, 2017 will be paid out with an expected pay date of December 22, 2017. Employees may voluntarily request to retain their compensatory leave this payout cycle by submitting this form to their supervisor for approval. **The form must be received in Human Resources by 5pm on December 8, 2017.**

Employee Name (Print)	Employee ID	Rec.	Department
Employee Email	Employee Phone		
Department Representative Name (Print)	Department Representative Email		
Supervisor Name (Print)	Supervisor Email		

I understand that all unused compensatory leave balances will be paid out unless this form is submitted and approved to retain those hours. I hereby request that all of my unused compensatory leave be retained for this payout cycle. I understand that the process will be based upon my compensatory leave balances as of December 14, 2017 (balances of less than one hour will be paid out). The deadline for submitting this request to Human Resources is **December 8, 2017**.

I understand that this request is voluntary and must be approved by my supervisor and Dean, Director, or Department Head as well as the University's Chief Human Resources Officer.

Employee Signature	Date
Supervisor Signature	Date
Director or Department Head Signature	Date

After departmental approval, forward to Attendance & Leave in the Office Human Resources (MC: 2410 or email to Anna Capenos at acapenos@fsu.edu) for final review and endorsement. Please retain a copy of this form for your records.

Final Approval:

Approved Denied

Associate Vice President for Human Resources/ Finance & Administration Chief of Staff	Date
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