



**Human Resources**  
 282 Champions Way  
 PO Box 3062410  
 Tallahassee, FL 32306-2410  
 Phone: 850-644-9610  
 Fax: 850-645-9510

**FSU Human Resources**  
**Request to Retain COMPENSATORY LEAVE**  
**(Executive Service, A&P, and USPS)**

**\*Submission Deadline is November 23, 2016\***

Any compensatory leave earned through and not used by December 1, 2016 will be paid out with an expected pay date of December 9, 2016. Employees may voluntarily request to retain their compensatory leave this payout cycle by submitting this form to their supervisor for approval. Once approved by the supervisor and appropriate department authority, submit the completed form to Human Resources, Attendance & Leave, Mail Code 2410 or fax to 850-645-9510. **The form must be received in Human Resources by 5pm on November 23, 2016.**

Employee Name (please print)	Employee OMNI ID Number	Record Number
Employee Phone Number	Employee Email Address	
Department Name	Dean, Director, or Department Head (print)	
Supervisor (please print)	Supervisor's Work Phone Number	
Department Representative's Name (please print)	Department Representative's Phone Number	

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 1, 2016 (balances of less than one hour will be paid out). The deadline for submitting this request to Human Resources is **November 23, 2016**.

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
Dean, Director, or Department Head Signature	Date

After departmental approval, forward to Human Resources (MC: 2410 or fax 850-645-9510) for final review and endorsement. *Please retain a copy of this form for your records.*

Chief Human Resources Officer Signature	Date
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10/4/2016