

Compensatory Leave Payout – December 2016

Compensatory leave payouts will be included in paychecks issued on 12/9/2016, based on compensatory leave balances as of December 1, 2016.

Compensatory leave may be retained, rather than paid out, only in extraordinary circumstances. Employees wishing to request to retain their unused compensatory leave balances must have a [Compensatory Leave Retention Form](#) approved by their department and received in Human Resources no later than Wednesday, November 23, 2016.

If the compensatory leave balance as of December 1, 2016, is less than one hour, it will be paid out and cannot be carried forward.

Beginning in 2017, compensatory leave payouts will be issued ***annually*** each December.

Compensatory leave earned beginning December 2, 2016, will be available for use until December 2017.

If you have any questions about this process, please contact Dallas Beckett at (850) 644-9610 or dbeckett@fsu.edu.