



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 June 12, 2015

Any compensatory leave earned through and not used by June 18, 2015 will be paid out with an expected pay date of June 26, 2015. 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 June 12, 2015.**

 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 June 18, 2015 (balances of less than one hour will be paid out). The deadline for submitting this request to Human Resources is **June 12, 2015**.

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

4/27/2015