



## REQUEST FOR PAYOUT OF COMPENSATORY LEAVE

Requests for a payout of compensatory leave can be made twice annually, by June 1 (for a July 1 payment) or by December 1 (for a December 31 payment). Payouts are limited to 40 hours per request. Payout is limited to compensatory leave balances reflected at time of processing. No expired or pending leave is eligible for payout. Payouts are irrevocable.

Employee ID #:	
Employee Name:	
Date of Request: (must be received prior to June 1 for July 1 payment or prior to December 1 for December 31 payment)	
Amount of Request (hours): (cannot exceed 40.00 hours)	

I certify that the above information is correct, and I am eligible for a payout of compensatory leave.  
I understand that this request is irrevocable.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

I certify that the above information is correct, and this employee is eligible for a payout of compensatory leave.

\_\_\_\_\_  
Signature of Authorizing Supervisor

\_\_\_\_\_  
Date

**Return form to Human Resources at MSC 7009  
or email to [benefits@jmu.edu](mailto:benefits@jmu.edu)**