

Personal Leave Payout

CATHOLIC COMMUNITY SERVICE

Per CCS Personal Leave Policy:

- Twice in a calendar year, employees who will have at least 2 weeks of accrued leave (after cash out) may request a personal leave payout of a maximum of 100 hours of their personal leave allotment in Quarter 2 (*April – June*) and/or Quarter 4 (*October – December*). *Maximum personal leave payout of 200 hours per calendar year.* This request must be signed by an employee’s supervisor, HR Director and CFO.

This request should be made two weeks prior to the payout date. Leave payouts will be paid with the next payroll cycle.

I, \_\_\_\_\_, would like to cash out \_\_\_\_\_ hours of my personal leave.  
 (employee – please print) (no. of hours)

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

Previous Cashed Hours	Quarter Cashed	Required Minimum Balance	Current PTO Balance	Eligible Hours for Cash out	Action Taken

\_\_\_\_\_  
HR Director

\_\_\_\_\_  
Date

Scheduled Payout Date	Delayed Payout Date	Reason Delayed

\_\_\_\_\_  
CFO

\_\_\_\_\_  
Date

Explanation of request for special exception and/or expedited payout.

\_\_\_\_\_  
\_\_\_\_\_

Approved       Denied

\_\_\_\_\_  
Executive Director (exceptions only)

\_\_\_\_\_  
Date

Check amount \_\_\_\_\_ Date \_\_\_\_\_ Payroll \_\_\_\_\_