

## 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 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 name – please print)

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

\_\_\_\_\_  
Date

***Employee: fill out the above and then send form to Human Resources (HR@ccsjuneau.org).  
If you are requesting an exception please describe in designated area below.***

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

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

\_\_\_\_\_  
Date

| Scheduled Payout Date | Delayed Payout Date | Reason Delayed |
|-----------------------|---------------------|----------------|
|                       |                     |                |

\_\_\_\_\_  
CFO Signature

\_\_\_\_\_  
Date

**Explanation of request for special exception:**

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

[ ] Approved [ ] Denied

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

\_\_\_\_\_  
Date

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