

SEPARATION SICK LEAVE PAYOUT FORM

Payroll Department

This form is used to calculate and process the cash-out of unused sick leave hours upon employee separation, in accordance with company policy and applicable collective bargaining agreements.

EMPLOYEE INFORMATION

Employee Name		Employee ID	
Department		Job Title	
Separation Date		Separation Type	

SICK LEAVE PAYOUT CALCULATION

Description	Value / Hours
Accumulated Unused Sick Leave Balance (Hours)	
Maximum Eligible Cash-Out Hours (per Policy Cap)	
Eligible Payout Percentage (e.g., 50%, 100%)	
Total Hours Approved for Payout	
Employee Hourly Rate of Pay at Separation (\$)	
Total Gross Sick Leave Payout Amount (\$)	

PAYROLL PROCESSING & TAXES

Pay Cycle / Pay Date		Federal Tax Method	
State Tax Method		GL Code	

AUTHORIZATION & APPROVALS

Employee Signature

Date

Department Manager / Supervisor Signature

Date

Human Resources Director Signature

Date

Payroll Administrator Signature

Date