

# ACCRUED LEAVE PAYOUT

Terminated Employee Final Settlement

## EMPLOYEE DETAILS

Employee Name

Employee ID

Department

Termination Date

Last Day Worked

Pay Period End Date

## LEAVE BALANCE & PAYOUT CALCULATION

Leave Type	Accrued Balance (Hours)	Hourly Rate (\$)	Gross Payout (\$)
Vacation / PTO			
Sick Leave (if applicable)			
Floating Holiday / Other			
<b>Total Accrued Payout</b>			

## DEDUCTIONS & ADJUSTMENTS

Description	Amount (\$)
Federal Withholding Tax	
State Withholding Tax	
FICA (Social Security / Medicare)	
Other Deductions / Company Property Non-Return	
<b>Total Net Payout</b>	

## AUTHORIZATION & SIGNATURES

By signing below, the parties agree that the accrued leave hours and calculations detailed above represent a full and final settlement of all accrued and unused leave time owed to the employee upon termination of employment.

Employee Signature

Date

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Payroll / HR Representative Signature

**Date**

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For Payroll Department Use Only. Retain this document in the employee's personnel file.