

# EMPLOYEE UNUSED PTO PAYOUT FORM

Accrued Vacation & Paid Time Off Liquidation

## EMPLOYEE INFORMATION

Employee Full Name

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Employee ID

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Department

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Job Title

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Separation/Request Date

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Termination/Reason Type

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## PTO PAYOUT CALCULATION

DESCRIPTION	HOURS / DAYS	RATE (\$)	TOTAL PAYOUT (\$)
Accrued Unused Vacation/PTO hours			
Other Approved Paid Leave (if applicable)			
Gross Payout Amount:			

## AUTHORIZATIONS & SIGNATURES

By signing below, the parties agree that the accrued hours and payout calculations detailed above are accurate and complete. The payout will be processed in accordance with company policy and applicable state laws.

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Employee Signature

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Date

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HR/Payroll Representative Signature

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Date

For Payroll Department Use Only. Final payout subject to standard tax withholdings and deductions.