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| SIUE_blk2 | SOUTHERN ILLINOIS UNIVERSITY AT EDWARDSVILLEOFFICE OF HUMAN RESOURCESEMPLOYEE VACATION/SICK LEAVE REPORTING FORM |

This is to certify that upon ( ) Termination ( ) Retirement ( ) Death the following employee or employee’s estate has vacation and/or sick leave balances as indicated below. Please complete this form even if the employee used all vacation and/or sick leave prior to separation.  **It is IMPORTANT that this information is submitted in a timely manner since unused sick leave affects retirees’ annuity calculations.**

[ ]  **ADMINISTRATIVE/PROFESSIONAL STAFF** [ ]  **CIVIL SERVICE** [ ]  **FACULTY**

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| Employee : ­­­­­ |  ­­­­­      |       |       |
|  | (Last)  | (First)  | (Middle)  |
| Banner ID: |       | SSN (last 4 digits): | xxx-xx-     |
| Department: |       | Date of Termination: |       |
| **PAYABLE Vacation Balance Due** |
| **PAYABLE** accrued **V250** vacation hours:(2 yr accrual maximum)      | [ ]  This employee’s PEALEAV vacation leave balances in Banner have been updated. For Banner entry help, please see <http://www.siue.edu/humanresources/benefits/vac_sick_civil.shtml> |
| AIS Budget Purpose:      (If different from current job)[ ]  **100% GRANT FUNDED** | **FOR payroll USE ONLYPayout** **Amt: $** | **Pay period ID:** |
| **Processed by:** |
| **date:** |

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| **PAYABLE SICK LEAVE Balance Due** |
| **Computation**: **SK97** sick leave hours earned 1/1/84 through 12/31/97 Total Hrs. =      **PAYABLE** unused **SK97** sick leave hours: 50% of Total Hrs.=       | [ ]  This employee’s PEALEAV sick leave balances in Banner have been updated. For Banner entry help, please see <http://www.siue.edu/humanresources/benefits/vac_sick_civil.shtml> |
| **FOR payroll USE ONLYPayout** **Amt: $** | **Pay period ID:** |
| **Processed by:** |
| **date:** |
| **NONPAYABLE UNUSED SICK LEAVE BALANCES** |
| Unpaid **SK97** sick leave hours:(50% of balance) |       |
| **SK84** sick leave hours earned prior to 1/1/84: |       |
| **SICK** leave hours earned after 1/1/98: |       |
| **SN43** sick leave hours: (Faculty/Ad Staff Only) |       |
| **TOTAL NONPAYABLE UNUSED** **SICK LEAVE HOURS:** |       |
| [ ]  This employee’s PEALEAV sick leave balances in Banner have been updated. For Banner entry help, please see <http://www.siue.edu/humanresources/benefits/vac_sick_civil.shtml> |
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| Date Human Resources’ Representative | Date Dept. Preparer’s Signature Phone No. |
|  |  |
|  | Date Employee’s Supervisor Phone No. |

Revised May 2017