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| SIUE_blk2 | SOUTHERN ILLINOIS UNIVERSITY AT EDWARDSVILLE OFFICE OF HUMAN RESOURCES EMPLOYEE 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 ONLY Payout**  **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 ONLY Payout**  **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. | | |
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|  | | Date Employee’s Supervisor Phone No. | | |

Revised May 2017