

Office of Human Resources | Box 1040 | Edwardsville, IL 62026 | Phone: 618.650.2190 | Fax: 618.650.2696

The purpose of this form 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

Employee :	(Last Name)	(First Name)	(Middle)
E-ID:			
Banner ID:		SSN (last 4 digits):	xxx-xx-
Department:		Date of Termination:	

**PAYABLE VACATION BALANCE DUE**

<b>PAYABLE</b> accrued <b>V250</b> vacation hours: (2 yr accrual maximum) Total Hrs. =	<input type="checkbox"/> This employee's PEALEAV vacation leave balances in Banner have been updated. For Banner entry help, please see <a href="http://www.siu.edu/human-resources/cougarnet/banner.shtml">http://www.siu.edu/human-resources/cougarnet/banner.shtml</a>	
AIS Budget Purpose: (If different from current job) <input type="checkbox"/> <b>100% GRANT FUNDED</b>	<b>FOR PAYROLL USE ONLY</b>	<b>PAY PERIOD ID:</b>
	<b>PAYOUT</b>	<b>PROCESSED BY:</b>
	<b>AMT:</b>	<b>DATE:</b>

**PAYABLE SICK LEAVE BALANCE DUE**

<b>Computation: SK97</b> sick leave hours earned 1/1/84 through 12/31/97 Total Hrs. =	<input type="checkbox"/> This employee's PEALEAV sick leave balances in Banner have been updated. For Banner entry help, please see <a href="http://www.siu.edu/human-resources/cougarnet/banner.shtml">http://www.siu.edu/human-resources/cougarnet/banner.shtml</a>	
<b>PAYABLE</b> unused <b>SK97</b> sick leave hours: 50% of Total Hrs.=	<b>FOR PAYROLL USE ONLY</b>	<b>PAY PERIOD ID:</b>
	<b>PAYOUT</b>	<b>PROCESSED BY:</b>
	<b>AMT: \$</b>	<b>DATE:</b>

**NONPAYABLE UNUSED SICK LEAVE BALANCES**

Unpaid <b>SK97</b> sick leave hours: (50% of balance)	
<b>SK84</b> sick leave hours earned prior to 1/1/84:	
<b>SICK</b> leave hours earned after 1/1/98:	
<b>SN43</b> 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.siu.edu/human-resources/cougarnet/banner.shtml>

Supervisor/Dept. Head Signature \_\_\_\_\_ Date: \_\_\_\_\_

Preparers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_