



University of Colorado Denver

UCD Unused Leave Separation Pay Form

Exhibit C

This form is completed by the department/unit to obtain approval for payment of unused sick and annual leave balances to an employee who is separating or retiring from the University. You must attach exhibit A or B and documentation supporting final hours to be paid.

→ Please Note the following instructions: 1) All boxes must be completed; 2) Fax completed form and supporting documentation to Human Resources 303-315-2725; 3) Department enters approved leave payout into the Human Resources system; 4) Department approves in Human Resources system

Pay Period End Date:	Batch ID:

Employee ID#	Employee Name (LAST, First)	Last day worked _____
Job Code #:	Job Code Description:	Check box--Is employee Retiring or Separating? <input type="checkbox"/> Retirement Date _____ <input type="checkbox"/> Separation Date _____
Dept #:	Department Description:	

Type of Leave	Earnings Code	Hours	Hourly Rate	Total Payout	Leave Pool Speed Type
Vacation Leave to be paid from Exhibit A or B	VCT			-	62846319
Sick Leave to be paid from Exhibit A or B	SKS (retirements only)			-	62846319

EMPLOYEE SIGNATURE: (acknowledges that balances are correct)	Date:

Name of Initiating Department/Supervisor authorizing payment (please print):	
Signature of Initiating Department/Supervisor authorizing payment:	Date:
Initiating Department Contact:	Phone #:

Approval	
Human Resource Office	Date: _____ Phone #: _____

The UCD Human Resource Office should return the approved form to:

Name _____

Fax # _____

Campus Box # _____

Attach Exhibit A or B & other documentation

Revised 07/01/09