



Florida Atlantic University
Leave Cash Out Form

Employee Name: _____ ID No. Z _____

Department: _____

≈Compensatory leave cash out for SP employees only≈

The leave types listed below can be cashed out by the SP employee only if:

(Please check one)

- Employee transferred from a non-exempt position to an exempt position
- Employee received specific approval from the Dean/Director and Vice President
- Employee is changing to a new position in a new department

TYPE OF LEAVE	HOURS TO BE CASHED OUT
Overtime Compensatory Leave	
Special Compensatory Leave	
Shore Leave (HBOI Only)	

≈Annual Leave Cash Out≈

Cash out for employee changing status from leave earning to non-leave earning position

TYPE OF LEAVE	HOURS TO BE CASHED OUT
Annual Leave	

Approved By:

Dean/Director Signature	Print Name	Date

Vice President Signature (when required)	Print Name	Date

RETURN TO:
Office of the Controller, AD10-138

Hours entered and approved

Date: _____ By: _____

Name