Compensatory Leave Payout – December 2019

Compensatory leave payouts will be included in paychecks issued on 12/20/2019, based on compensatory leave balances as of December 12, 2019.

Compensatory leave may be retained, rather than paid out, only in extraordinary circumstances. Employees wishing to request to retain their unused compensatory leave balances must have a Compensatory Leave Retention Form approved by their department and received in Human Resources no later than Friday, December 6, 2019.

If the compensatory leave balance as of December 12, 2019, is less than one hour, it will be paid out and cannot be carried forward.

Compensatory leave earned beginning December 13, 2019, will be available for use until December 2020.

If you have any questions about this process, please contact Carmen Edwards at (850) 644-9641 or cedwards3@fsu.edu.