

Compensatory Leave Payout – December 2018

Compensatory leave payouts will be included in paychecks issued on 12/21/2018, based on compensatory leave balances as of December 13, 2018.

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 7, 2018.

If the compensatory leave balance as of December 13, 2018, is less than one hour, it will be paid out and cannot be carried forward.

Compensatory leave earned beginning December 14, 2018, will be available for use until December 2019.

If you have any questions about this process, please contact Brandi Allen at (850) 644-6846 or ballen4@fsu.edu.