

Compensatory Leave Payout – June 2016

Compensatory leave payouts will be included in paychecks issued on 6/24/2016, based on compensatory leave balances as of June 16, 2016. **Any Winter Holiday compensatory leave that is not used by June 16, 2016, will be lost.**

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, June 10, 2016.

If the compensatory leave balance as of June 16, 2016, is less than one hour, it will be paid out and cannot be carried forward.

Compensatory leave earned beginning June 17, 2016, will be available for use until December 2016.

If you have any questions about this process, please contact Dallas Beckett at (850) 644-9610 or dbeckett@fsu.edu.