

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	

