



## Exit Interview, Approval for Payment of Leave Balances

Employee: \_\_\_\_\_ Termination Date: \_\_\_\_\_

### ACCUMULATED LEAVE BALANCES AS OF LAST DAY OF EMPLOYMENT:

VACATION: \_\_\_\_\_  
25% OF SICK: \_\_\_\_\_  
HOLIDAY COMP TIME: \_\_\_\_\_  
COMP TIME: \_\_\_\_\_  
PERSONAL LEAVE: \_\_\_\_\_

### HOURS TO PAY EMPLOYEE UPON TERMINATION:

VACATION: \_\_\_\_\_  
SICK: \_\_\_\_\_  
HOLIDAY COMP TIME: \_\_\_\_\_  
COMP TIME: \_\_\_\_\_  
PERSONAL LEAVE: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### INSTRUCTIONS:

1. Supervisor is to provide the HR department with the employee's last time sheet and indicate on the top of the time sheet "Final Time Sheet" and complete the employee name, and termination date on this form.
2. Supervisor and Payroll Administrator complete the "Accumulated Leave Balance" section with the total hours in the leave banks.
3. Supervisor complete the "hours to pay" section indicating the total hours to pay the employee, sign and date the form.
4. The supervisor is to return the approved form to the Payroll Administrator.