



Request for Leave Payout
(For Police Benevolent Association Members)
 Human Resources, Payroll Services

Employee Name _____ Employee ID # _____

Department Name UCF Police Department Account # 02500313

LEAVE TYPE	ANNUAL LEAVE	OVERTIME COMP	SPECIAL COMP
# OF HRS REQUESTED TO BE PAID			

Approved by Department Head or Authorized Designee

Date

Approved by VP or Authorized Designee

Date

HUMAN RESOURCES USE ONLY

LEAVE TYPE	CURRENT BALANCE	HRS TO BE PAID 108 and 111 and 121 = RET	HRS TO BE PAID 131 and 141 = NO RET
ANNUAL LEAVE (108)			
SPECIAL COMP (111 and/or 131)			
OVERTIME COMP (121 and/or 141)			

PPE _____ COMMENTS _____

Payroll Prep ⇒ Benefits Review ⇒ Payroll Key ⇒ Payroll QC

Forward completed forms to UCF Payroll Services utilizing one of the following methods:

Fax (407) 823-0582 ♦ Secure fax (407) 882-9026 ♦ Scan/email payroll@ucf.edu ♦ Intercampus mail +0140
 Mail to UCF Human Resources, Payroll Services, 3280 Progress Drive, Ste. 100, Orlando, FL 32826