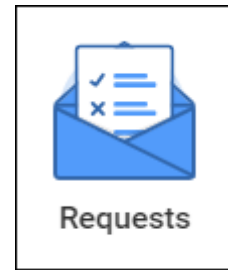


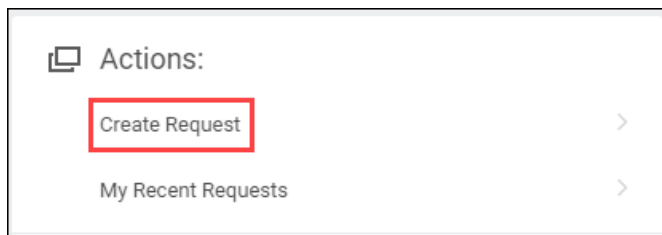
Leave Pay Out Request, employee

This job aid provides step by step instructions on how to request a leave pay out through Workday.

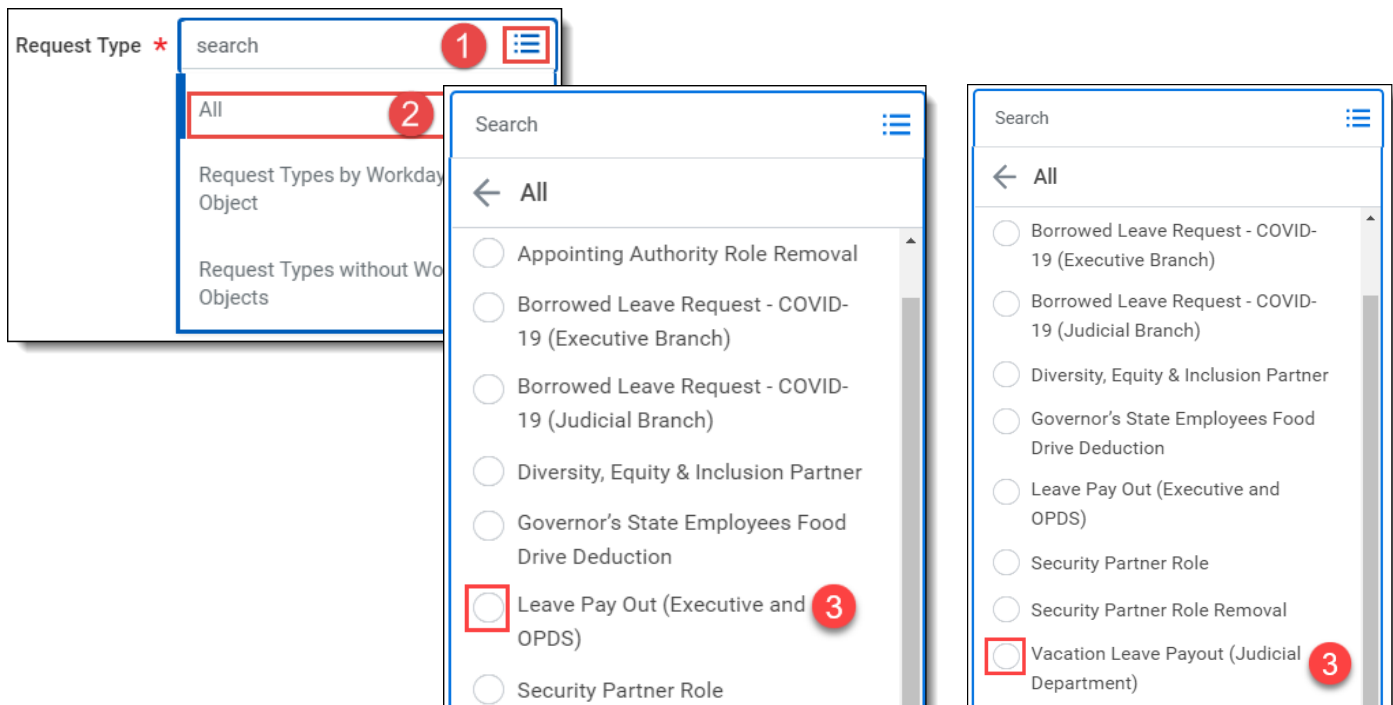
Step 1: Click on the **Requests** worklet on your *Homepage*.



Step 2: Click **Create Request**.



Step 3: Click on the menu prompt (1), click on **All** (2), and then select either **Leave Pay Out (Executive and OPDS)** (3) or **Vacation Leave Payout (Judicial Department)** (3) as appropriate. Click **OK**.



Executive and OPDS

Step 4: Describe the Request (1), if applicable here is where you will enter the specific pay date to receive the payout. Select your **Representation Status (2)**, and **indicate the number of hours you would like to have paid out (3)**.

Request for leave pay out.

Describe the Request * **1**

Please complete the following questionnaire to request a leave pay out.

Please select your Representation Status: (Required) **2**

- AEE
- AFSCME
- AFSCME Security
- AOCE Compensatory Time
- AOCE Vacation
- Classified Unrepresented
- DOJ Attorneys
- Executive Service
- Management Service
- SEIU

Review the language pursuant to your *Representation Status* to verify your request meets the listed criteria for cash out of leave hours.

I am submitting this request to pay out vacation hours pursuant to CHRO Vacation Leave policy 60.000.05 (1)(j). My submission of this form indicates I understand and agree to the following:

- I am a regular status employee.
- I may cash out up to 40 hours of accrued vacation hours.
- After the pay out, I must have a balance of at least 60 vacation hours. The agency will consider any pre-approved vacation leave to determine if the minimum balance is maintained.
- Payment is paid at the straight time rate of pay and is subject to ordinary deductions and withholdings.
- Payments will be processed on the next regular payroll run, unless otherwise specified.

Please indicate the number of vacation hours you would like to have paid out: (Required)

40 **3**

Judicial Department

Step 4: Indicate the amount of vacation hours to be paid out (60 hours maximum per year) (1).
Indicate the dates of your paid time off which qualifies you for this request (2).

PER JDPR 14.09 – Request for paid vacation leave in lieu of time off.

By submitting this form, I agree that, Per JDPR 14.09 I am able to request to be paid for 60 hours maximum per year of my accrued vacation leave. I have an accrued vacation leave balance of 240 hours or more, and have used 40 hours of leave within the last 12 months or will use within the next 60 days. I understand that if my request is approved, payment will be made to me within 30 days of the date the request is received by the Human Resource Services Division.

Please indicate the amount of vacation hours you are requesting to be paid for (60 hours maximum per year).

0 **1**

Please indicate the dates of your vacation, compensatory, personal, and/or administrative leave, which qualifies you for this request. NOTE: Requests in the past must have been taken within the last 12 months. Requests in the future must have already been approved, and commence within 60 days from the date of this request.

2

Step 5: Enter a **Comment** if you'd like, and click **Submit**.

Executive and OPDS

The request will now route to your Manager to verify the request meets the criteria per your representation status. Once this task is complete, the request will route to your Payroll Partner for processing.

Judicial Department

The request will now route to your Manager to verify your request meets the criteria. Once this task is complete, the request will route to the Appointing Authority for approval. Upon approval, the request will route to a Payroll Partner for processing.