

ANNUAL LEAVE SCHEDULING FORM IN THE EVENT OF RETIREMENT

Employee ID# _____

Employee Name _____

Principal Investigator/Project Director _____

Project # _____

Employee, _____ is eligible for _____ hours of annual leave during the remaining appointment/re-appointment period up to the date of retirement and has a balance of _____ hours of accrued and unused annual leave. It is agreed that such annual leave will be scheduled and taken as follows during this period:

From _____ To _____

From _____ To _____

From _____ To _____

From _____ To _____

If the PI/PD or designee determines that the use of all or part of the employee's annual leave is not feasible, since the carry-over of such annual leave is not an option, arrangements will be made for the payment of such unused annual leave within 45 days after the employee's retirement date where grant funds are available and sponsor regulations permit.

Payment arrangement (if applicable)

Employee Signature

Date

PI/PD or Designee Signature

Date

Note: Any changes to the foregoing annual leave schedule or payment arrangements must be in writing and signed by the employee and by the PI/PD or designee.