



Current Year Personal Sick Leave Surplus Account Payout Request
(Regular CUPE 951, 967 Exempt Support Staff)

Name: _____

UVIC ID# _____

I request to be paid out my Current Year Entitlement to Personal Sick Leave Surplus as indicated in my Employee Dashboard Leave Balance. I understand this payout will occur on my April 30th pay.

Date: _____

Signature

This form must be returned to the Benefits Office in Human Resources, Sedgewick Building B Wing, by March 22nd in order to qualify for payout.

For information in regards to Termination Account, please consult your
<http://www.uvic.ca/hr/services/home/labour-relations/index.php>
