

**CONFIRMATION OF LEAVE BALANCES
TO BE PAID ON TERMINATION/RETIREMENT**

Please submit this form 4 weeks prior to the employee's last day worked.

Current leave balances can be viewed using HR_LEAVE_BALANCE GREPORT.

Banner ID	
Employee Name	
Submitted by	

Annual Leave

***any additional accruals will be added by Payroll for final pay.*

Current balance as of	Date: MM/DD/YY	Total Hours	
Does balance include current month accrual?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes", for what month?	

Enter hours not recorded in Banner:

# hours taken		# scheduled hours	
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Banked Overtime

***if additional hours are banked after this submission, please notify Payroll immediately*

Current balance as of	Date: MM/DD/YY	Total hours	
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Enter hours not recorded in Banner:

# hours taken		# scheduled hours	
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Special Leave

Negative special leave balances will be recovered from the final pay.

# hours to be recovered	
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****Note:** For **any changes** to this information, please contact payroll@cunet.carleton.ca as soon as possible. The information on this form will be deemed to be accurate once it's submitted.