

# REQUEST FOR PAYMENT OF LEAVE BALANCES FOR EMPLOYEES APPROVED FOR LONG TERM DISABILITY

When an employee is approved for LTD, all annual leave, compensatory hours and excess hours are paid out in one full lump sum payment unless the employee submits a written request to delay the payout until separation from State employment, which usually occurs six months after the last day worked. The employee's disability check will not be adjusted as a result of this payout regardless of when the payout is received. If the employee returns to work prior to one year after the last day worked, the employee has the option of buying back any annual leave paid out.

If the employee has Converted Sick Leave hours still remaining upon approval of LTD, the employee has the option to receive a payout of the hours upon LTD approval, delay the payout until separation from State employment, or retain the balance until the employee retires for use in purchasing health/life insurance or a Medicare Supplement.

Sick leave balances may not be paid out at any time.

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**(To be completed by Employee)**

- I wish to receive a lump sum payment of my leave balances NOT including Converted Sick Leave hours at the time of LTD approval.
- I wish to receive a lump sum payment of my leave balances INCLUDING Converted Sick Leave hours at the time of LTD approval.  Program I  Program II
- I wish to defer the lump sum payment of my leave balances until my medical leave of absence has expired and I am separated from State employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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**(To be completed by Human Resource/Payroll representative)**

Employee Name: \_\_\_\_\_ Employee ID#: \_\_\_\_\_

Agency: \_\_\_\_\_ Loworg: \_\_\_\_\_

Job Title: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

LTD Effective Date: \_\_\_\_\_ Separation Date: \_\_\_\_\_

Leave balances available for payout at time of LTD approval:

Annual Leave Hours \_\_\_\_\_ Program I Converted Sick Leave \_\_\_\_\_

Excess Leave Hours \_\_\_\_\_ Program II Converted Sick Leave \_\_\_\_\_

Comp Leave Hours \_\_\_\_\_

**Total Leave Hours to be Paid Out** \_\_\_\_\_ **X** \_\_\_\_\_ **= \$** \_\_\_\_\_  
(Rate of Pay) (Lump Sum Payout)

Date of Payout: \_\_\_\_\_

\_\_\_\_\_  
HR/Payroll Representative Signature

\_\_\_\_\_  
Date