



University
of Victoria

CURRENT YEAR PSLSA PAYOUT REQUEST

Eligible Employees: Regular CUPE 951, CUPE 917, and Exempt Support

To request a lump sum payout for your current year unused sick time, please submit this form to the Human Resources Benefits Office (Sedgewick Building B Wing) or via email to leave@uvic.ca by the deadline indicated in your annual memo.

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

Full Name: _____

UVic V#: _____

Signature: _____

Date: _____

Please note: Net Accumulated Sick Benefits have been reduced by your Personal Sick Leave Surplus Transfer/Payout Amount. For information about your PSLSA, please consult the [FAQs](#) and your [Collective Agreement](#).