



University
of Victoria

Current Year Personal Sick Leave Surplus Account Payout Request
(Regular CUPE 951, 917, & Exempt Support
Staff)

Name: _____

UVIC ID#: _____

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.

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. Forms may be emailed to benefits@uvic.ca

Please note:

Net Accumulated Sick Benefits have been reduced by your Personal Sick Leave Surplus Transfer/Payout Amount.

For information in regards to Termination Account, please consult your Collective Agreement:

<http://www.uvic.ca/hr/services/home/labour-relations/index.php>