

# LUMP SUM WORKSHEET

NAME: \_\_\_\_\_

SEPARATION DATE: \_\_\_\_\_

SSN: \_\_\_\_\_

TYPE OF SEPARATION: \_\_\_\_\_

POSN NO.: \_\_\_\_\_

TENURE: \_\_\_\_\_

TIME BASE: \_\_\_\_\_

VACATION GROUP CODE: \_\_\_\_\_

VACATION HOURS PER MONTH: \_\_\_\_\_

1. Obtain the most current leave balance printouts and attendance history (for full calendar year) from CLAS. Attach printouts to worksheet.
2. Verify all leave credits and clear any discrepancies with appropriate attendance clerk.

3. TOTAL VACATION AT TIME OF SEPARATION: \_\_\_\_\_ HOURS

4. ADDITIONAL QUALIFYING PAY PERIODS

\_\_\_\_\_ MONTH(S) @ \_\_\_\_\_ HOURS \_\_\_\_\_ HOURS

PERSONAL LEAVE (PLP) \_\_\_\_\_ HOURS

**TOTAL VACATION & PERSONAL LEAVE:** \_\_\_\_\_ HOURS  
ENTER THIS BALANCE ON PAR, ITEM 620, VACATION & PLP **TOTAL (A)**

5. ADDITIONAL LEAVE CREDITS: PERSONAL HOLIDAY: \_\_\_\_\_ HOURS

HOLIDAYS: (skipped) \_\_\_\_\_ HOURS

CTO: \_\_\_\_\_ HOURS

EXCESS HOURS: \_\_\_\_\_ HOURS

HOLIDAY CREDIT: \_\_\_\_\_ HOURS

**TOTAL ADDITION LEAVE** \_\_\_\_\_ HOURS  
ENTER THIS BALANCE ON PAR, ITEM 625, EXTRA HOURS **TOTAL (B)**

6. TOTAL (ADD A+B): \_\_\_\_\_ HOURS

7. TOTAL DAYS: \_\_\_\_\_ HOURS

8. LSV THRU DATE: \_\_\_\_\_ HOURS

\_\_\_\_\_  
PREPARED BY SIGNATURE AND DATE

\_\_\_\_\_  
REVIEWED BY SIGNATURE AND DATE

REMARKS:

\_\_\_\_\_  
\_\_\_\_\_