

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:

