



**UNIVERSITY OF
CALGARY**

**TERMINATION OF EMPLOYMENT – VACATION PAYOUT
REQUEST FOR ACADEMIC STAFF**

NAME:

UCID:

DEPT/FACULTY:

TERMINATION DATE:

A. A staff member is expected to take their full entitlement to paid vacation *prior to* termination. No payment will be made in lieu except in cases where a staff member is precluded by the Dean, Department Head, or equivalent from taking vacation due to the fulfillment of University duties.

B. The following information is provided for the above-named in accordance with the foregoing on the understanding that any pay in lieu of vacation will be a charge against the Department (Faculty) budget:

a) Last day worked was: _____

b) Prior Academic Year Vacation Accrual: Full entitlement taken, or
 No days taken, or
 Number of days taken
(Payment to be made in settlement of entitlement owing)

c) Current Academic Year Vacation Accrual: Full entitlement taken, or
 No days taken, or
 Number of days taken
(Payment to be made in settlement of entitlement owing)

Signature of Academic

Date

TO BE COMPLETED **ONLY** IF FULL ENTITLEMENT **HAS NOT BEEN TAKEN**. (I hereby certify that the above-named was precluded from taking their full entitlement to vacation due to the fulfillment of University duties and therefore recommend that payment be made in lieu).

Signature (Dean, Department head or equivalent)

Date