Quick Reference Card for Managers VOLUNTARY SEPARATION / RETIREMENT (Run Out Leave)

Additional Information and Requirements

Employees may **ONLY** run out leave through the end of the month they last physically worked.

Employees may **ONLY** run out Regular Compensatory Time up to 160 hours from the month last physically worked. **Refer to policy**.

All leave requests or any additional timesheet entries need to be approved before paying and/or clearing out leave balances.

Time Reporting Code	Time Reporting Code Description to Request Time Taken
ANLVT	To take Annual Leave
FLSAT	To take FLSA Overtime
COMPT	To take Compensatory Time
HCMPT	To take Holiday Compensatory Time
SCKBT	To take Sick Leave Bonus
ADMLT	To take Administrative Leave
SPECT	To take Special Leave
EDSLT	To take Donated Sick Leave
18CPT	To take 18 Exempt Disaster Compensatory Time
12CPT	To take 12 NonExe Disaster Compensatory Time
SICKT - Do not use	Sick Leave cannot be run out; can only be used according to policy
ESCKT - Do not use	Extended Sick Leave cannot be run out; can only be used according to policy
SCKPT - Do not use	Sick Leave Pool cannot be run out; can only be used according to policy

All leave hours must be paid and cleared out on the timesheet on the day before the separation effective date.

Time Reporting Code	Time Reporting Code Description to Pay Employee
FLSAP	To pay FLSA Overtime Balance
COMPP	To pay Regular Compensatory Time Balance **(Use ONLY for DADS and DSHS Eligible Employees)**
HCMPP	To pay Holiday Compensatory Time Balance **(Use ONLY for DADS and DSHS Eligible Employees)**

Time Reporting Code	Time Reporting Code Description to Clear Balances
SCKPD	To donate Sick Leave Hours to the Sick Leave Pool **(Requires Employee Consent)**
SICKL	To clear Sick Leave Balance **(Hours WILL be reinstated if eligible Employee is rehired)**
COMPL	To clear Regular Compensatory Time Balance
HCMPO	To clear Holiday Compensatory Time Balance
SCKBL	To clear Sick Leave Bonus Balance
ADMLL	To clear Administrative Leave Balance
ESCKR	To return Extended Sick Leave Balance
SCKPR	To return Sick Leave Pool Balance
SPECO	To clear Special Leave Balance
EDSLL	To clear Donated Sick Leave Balance
18CPL	To clear 18 Exempt Disaster Compensatory Time Balance
12CPL	To clear 12 NonExe Disaster Compensatory Time Balance

Note: You can enter the separation effective date up to thirty days in advance of the date of separation. You can approve leave and continue to manage leave until the effective date of separation. Once the separation effective date is reached, you will not have access to the employee on the timesheet.