

Section: PS 1203 Out-of-Scope Vacation Leave, SDO, and EDO Payout Request Form

Last revised: February 2017
 Last reviewed: February 2017
 Next review:

Guidelines: The Permanent Head (or designate) may authorize a request for payout of vacation leave, SDOs and/or EDOs (employees in the MSG occupational code) carried over from the previous fiscal year.

Please refer to your Ministry's signing authority policy with regard to appropriate signing authority delegations.

Requests for payout will be processed within the next payroll run following receipt of the approved request in the Human Resource Service Centre (HRSC), if possible, but no later than two payroll runs following receipt of the approval request in HRSC.

Further information on Out-of-Scope payout provisions may be accessed in the Human Resource Manual, [Section 1203](#).

Last Name	First Name	Employee #	Ministry / Entity #
Type of Leave	# of Hours to be Paid Out in Cash		# of Hours to be Paid to PEPP as a Voluntary Contribution
Vacation			
SDO			
EDO (MSG employees)			

I authorize and direct that the number of hours to be paid out as a voluntary contribution to the Public Employees' Pension Plan, and as cash, shall be as indicated above.

I understand and acknowledge that it is my responsibility to ensure the voluntary contributions do not exceed the maximum contribution limits established by *The Income Tax Act (Canada)*.

Employee Signature

Date

Approved

Permanent Head (or Designate)

Date

Processed by HRSC:

Date

Permanent Head (or Designate) forwards signed form to HRSC for processing.