



**GMU Human Resources & Payroll  
Request for Compensatory Leave Pay Out**

As the supervisor for:

Name of employee \_\_\_\_\_

G # \_\_\_\_\_

Department \_\_\_\_\_

I hereby request that the compensatory leave earned by the above employee for the period of \_\_\_\_\_ to \_\_\_\_\_ (date) be paid as compensatory *pay*.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date