

## APPLICATION FOR PAY-OUT OF ACCUMULATED LEAVE

Herewith application is made for pay-out of ..... days' accumulated leave together with ..... salary.

Up to a maximum of 19 days must be captured on the Oracle "Sun Employee Self Service". If you want to apply for pay-out of 20 days or more then this form must be completed.

Name:..... Surname: .....

UT Number: .....

Department/Division: .....

I understand that any *bona fide* mistake regarding the calculation of my accumulated leave and/or the pay-out thereof be made, then any excess payment must be paid back to the University.

.....  
**DATE**

.....  
**SIGNATURE**