

# Texas Department of Criminal Justice

## PERS 428

### Compensatory/Holiday Leave Accrual Options



Employee Name: \_\_\_\_\_ Month/Day of Birth: \_\_\_\_\_  
(mm/dd)

Unit/Department: \_\_\_\_\_

I have notified my human resources representative of my pending  resignation or  retirement. My human resources representative has explained my options regarding my existing state compensatory and holiday leave balances. I hereby elect the following option:

Resignation or Retirement Date: \_\_\_\_\_

#### OPTION ONE:

Forfeit State Compensatory and Holiday Leave Accruals

\_\_\_\_\_ I understand by choosing this option, I will lose any state compensatory and holiday leave accruals remaining at the time of my resignation or retirement date indicated above.  
(Initials)

\*\*or\*\*

#### OPTION TWO:

Exhaust State Compensatory and Holiday Leave Accruals

\_\_\_\_\_ I understand by choosing this option, my resignation or retirement date will be after all my state compensatory and holiday leave accruals have been exhausted. My resignation or retirement date will be the date indicated above. I understand for retirement: (1) I must notify the Employees Retirement System of Texas (ERS) in writing if I previously established a retirement date with ERS; and (2) the election of this option may change that date.  
(Initials)

Exempt Employee Only: I understand there is no guarantee I will be allowed to remain on payroll to exhaust all accrued compensatory and holiday leave before my resignation or retirement date. I may use up to 336 hours of accrued compensatory and holiday leave to remain on payroll through the last day of the following month. The use of compensatory and holiday leave in excess of 336 hours requires approval of the respective division director.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(mm/dd/yyyy)

Division Director:

Number of hours in excess of 336: \_\_\_\_\_

Hours approved: \_\_\_\_\_

Division Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(mm/dd/yyyy)

Human Resources Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note to Employee: With few exceptions you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.

Distribution:

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