

Authorization For Education Leave Payout

PRN Contract Effective 03/31/2002

Instructions for completing this form are on the back

1. *Employee Name* _____

2. *EMPID #* _____

3. *Department* _____ *Date* _____

4. *Number of requested EL hours to be paid out* _____
(Maximum of up to 8 hours per calendar year)

5. I authorize my EL payout to be paid and taxed as follows – check one:

() Hours to paycheck at my regular W-4 withholding rate.

() Hours separate check at supplemental rate (Federal 25%, 6% State, FICA, SDI, approx. 40%).

6. Must attach copies of receipts for specified approved expenses.

Employee Signature _____

*Dept. Manager _____

*In the absence of the department manager, administrator signature is required.

FOR PAYROLL USE ONLY

Interim Period

Run Control Number

Page

Line

Date

Payroll ID

Instructions for Requesting Education Leave (EL) Payout

In order for your EL (Education Leave) payout to be available the next pay day, this form must be completed and received in Payroll by the Friday before the end of the pay period in which you request a payout. Complete all areas.

“The monetary value of up to eight (8) hours per calendar year of the FT/PT RN’s accrued education leave (at the RN’s base hourly rate) may be used for reimbursement of specified professional nursing organizational dues, subscription costs, conference registration fees, and/or continuing education contact hours fees.” **(Article XVII, Educational Leave, Section 1 – D, Page 28 of the CBA).**

Complete the following information

1. Name
2. EMPID# (Employee Identification Number)
3. Department, Date
4. Indicate the number of EL hours to be paid out (maximum of 8 hours per calendar year)
5. Choose your tax application for pay out (regular W-4 rate included on your regular paycheck or separate check at the supplemental and/or bonus rate).
 - IRS regulations dictate that a paydown is considered “supplemental wages”. When the paydown is done as a separate check, the higher supplemental taxes of 25% Federal, 6% State plus any FICA and SDI taxes are due.
 - If the paydown is to be included in the normal biweekly paycheck, it is taxed at the employee’s W-4 status.
 - The paydown the employee chooses will determine the tax consequence. If the employee does not direct Payroll, the paydown will be issued as a separate check at the supplemental wages/bonus tax rates.
6. Requests for EL payouts must be approved in advance and supported with specified receipts, submit copies with the Authorization Request to Payroll.
 - By the employee’s department manager
 - In the absence of the manager, administrator signature is required

Education Leave payouts are subject to any wage attachments/garnishments currently in affect.