Suspended Operations Overpayment Form

*During a suspension of operations of less than one work week, classified non-union, contract classified, and overtime-eligible professional staff in positions that are not designated as Essential have the option of making up time missed during this period. For most employees, this make up of time must be completed within 90 days of the date that suspended operations ended; per their bargaining agreement, SEIU 925 employees have 60 days.*

*This form should be completed by the employee if they do* ***not*** *make up the time within the appropriate 90 or 60 day time frame, their timesheet is locked, or want to use accrued time off earned after suspension of operations. This form may be presented by the department to the employee for them to complete.*

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /

 Employee Name

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Box #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Workday Unit #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Department Name

Our records indicate you have a remaining balance of \_\_\_\_\_\_\_\_ hours of uncompleted makeup time for suspended operations occurring on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Makeup time must be completed 90 days (or 60 days for SEIU 925 employees) from the date that suspended operations end.

**Employee’s Authorization**

**I authorize the University of Washington to use my available time off balances as follows to satisfy the remaining hours of makeup time:**

\_\_\_\_\_\_\_ hours of **Compensatory** time off and/or **holiday credit** (if you have available hours)

\_\_\_\_\_\_\_ hours of **Vacation** time off (if you have available hours)

\_\_\_\_\_\_\_ hours of **Personal Holiday** time off (full‐day absence only if you have available hours)

\_\_\_\_\_\_\_ hours of **Unpaid** time off

**Additionally, in the event I separate from the UW before my leave balance can be adjusted, I understand that any makeup hours remaining will be deducted from my final paycheck.**
(Note: If your final paycheck has already occurred, the normal overpayment process will be used to collect the balance due.)

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /

Employee ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Once completed, scan or take a picture of this form and email it to the ISC at ischelp@uw.edu. If sending the picture from your phone, please be sure you receive a confirmation from the ISC that the form has been received.