

INSTRUCTIONS FOR SUPERVISORS

1. Ask the employee to complete the employee data.
2. Calculate the number of unused vacation hours allowance for which the employee is eligible, including earned time in the current fiscal year. The Benefits Office is available for consultation if there are any questions.
3. **Anniversary Date** refers to the most recent date of hire into either a full or part-time position
4. **Original Hire Date** refers to the first date of hire into either a full or part-time position at CWRU including any breaks in service. Original hire date need only be completed when applicable.
5. **Forward** a copy of this form with attachments (if applicable) to the Records Office, Room 220 Crawford Hall or via fax 368-3096 **immediately** upon knowledge of a dismissal, death, or completion of an appointment; or pending resignation, layoff, or retirement.