

**STATE OF ALASKA
LEAVE BALANCES FOR EMPLOYEE IN LAYOFF STATUS**

NAME		
SSN		
DATE LAYOFF BEGINS		
DATE LAYOFF ENDS		
LAYOFF DEPARTMENT		
LEAVE BALANCES		
TYPE	HOURS	

Instructions:

1. When placing an employee in Layoff, payoff all Annual, Personal and Comp time balances.
2. All other balances with the exception of Military leave, should be zeroed out in AKPAY and the hours recorded on this form by leave type.
3. Forward this form and a screen print of the B2 screen to the Div. of Finance, Employee files.
4. If the employee returns to work in the same agency or in another agency within the layoff period, these hours should be re-instated to AKPAY through an adjustment batch. Complete the following section.

The employee has returned from Layoff and the above leave balance(s) have been reinstated.

Date of Return _____ **Hiring Dept.** _____

Initial and date _____