

REQUEST FOR CASH OUT OF VACATION LEAVE

Employee Name: _____

I hereby request to cash out _____ hours of vacation leave. I understand the following provisions apply:

- I have completed ten (10) years of service
- I will use forty (40) hours of vacation within one (1) year after it is credited
- I must have at least forty (40) hours of accrued leave remaining after the cash out
- Payment is subject to ordinary deductions and withholdings
- This request is irrevocable. Once cashed out, I will not be able to buy back hours at a later time

Employee's Signature _____

Date _____

FOR HUMAN RESOURCE USE ONLY

Vacation balance before cash out _____

Hours cashed out _____

Balance *after* cash out _____

Hours to be cashed out _____ x hourly rate of _____. Total dollars = _____.

Signature _____

FOR PAYROLL USE ONLY

Adjustments made to employee's vacation leave accruals on _____

By _____

Procedure: Employee complete form and submit to Human Resource office at least two (2) days before the pay period deadline date.