



## CLASSIFIED VACATION TIME CASH OUT REQUEST FORM

VESPA Article 28, Section 23.8 & PCRR Chapter 140, Section 140.1.11

A permanent classified employee may request a cash out of accrued vacation leave. A maximum of 160 hours of accrued vacation, in whole-hour increments, may be cashed out per fiscal year. An employee must have sufficient vacation accrued at the time of the request to cover the requested cash out.

**If an employee wishes to request a vacation time cash out, please complete this form and submit it to the Payroll Department.**

### EMPLOYEE INFORMATION:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

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

Classification: \_\_\_\_\_ Department / Site: \_\_\_\_\_

Primary Phone #: (\_\_\_\_\_) \_\_\_\_\_ Work Phone #: (\_\_\_\_\_) \_\_\_\_\_

### VACATION TIME CASH OUT REQUEST (NOT TO EXCEED 160 HOURS TOTAL)

I am requesting to cash out accrued vacation hours as specified below:

- Number of Vacation Hours to Cash Out: \_\_\_\_\_
- I am requesting that payment be made by (DATE) \_\_\_\_\_

Note: Payroll is able to have checks ready on the 10<sup>th</sup> of the month or end of the month. Every effort will be made to have checks ready by the requested date, however, all requests are subject to established payroll submission timelines.

### CERTIFICATION

I certify that submission of this form serves as my formal request to have the specified vacation hours paid out as outlined above. I understand that my vacation time balances will be decreased by the number of hours I have requested for cash out, and those hours will no longer be available for use as of the date approved by Payroll. I understand that this cash out is subject to standard payroll deductions and is tax reportable. I further understand that the request for vacation cash out, once processed, is irrevocable.

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

---

### FOR PAYROLL USE ONLY

Current Vacation Balance: \_\_\_\_\_ Vacation Balance After Cash Out: \_\_\_\_\_

Employee has been approved and processed for cash out. Payment will be made on (DATE) \_\_\_\_\_

\_\_\_\_\_  
Payroll Signature

\_\_\_\_\_  
Date