

VACATION CASH OUT REQUEST FORM

Monthly to Biweekly Transition

Due: Thursday, August 1, 2013

Eligible employees may use this form to request a one-time cash out of accrued vacation in order to assist with the transition to the biweekly pay cycle. A maximum of either one or two weeks worth of regular pay, in whole hour increments, may be cashed out. You must have sufficient vacation hours accrued at the time of the request to cover the requested cash out. Pay out of the requested vacation will occur with the first biweekly payroll, September 27. The Human Resources Office, in conjunction with Business Services, will work with individuals who need additional assistance or do not have available vacation. Please contact [Vickie Farmer](#) (x4244) or [Lois Mulbrook](#) (x4245) directly to set up an appointment.

Please DO NOT print out this form, you only need to hit SUBMIT at the bottom in order to send an electronic copy to the Human Resources Office.

Employee Information:

Full Name: _____
(Last) (First)

Campus Phone Extension: _____

Vacation Cash Out Request:

One week worth of pay

(The amount cashed out will be what a regular week's worth of pay is for you – see examples below.)

Two weeks' worth of pay

(The amount cashed out will be what two regular weeks' worth of pay is for you – see examples below.)

Examples:

Full-time salaried staff:

One week = 40 hours

Two weeks = 80 hours

Full-time hourly staff:

One week = 37.5 hours

Two weeks = 75 hours

.8 FTE part-time hourly staff:

One week = 30 hours

Two weeks = 60 hours

Certification:

Submission of this form serves as my formal request to have the specified vacation hours paid out on September 27, 2013 with my first biweekly paycheck. I understand that my vacation balance will be decreased by the amount selected and those hours will no longer be available for use as of the date I submit this form. I understand that this cash out is subject to standard payroll deductions and is taxable income.

FOR ADMINISTRATIVE USE ONLY

Current vacation balance: _____ Vacation balance after cash out, as of 8/1/13: _____

Employee has been approved and processed for cash out: