



# BIWEEKLY PAY 2013

## Transition Assistance Program

### *Accrued Vacation/CTO Cash-out Application*

**Application due to Employee & Labor Relations by: 5pm, December 7, 2012.**  
**MAILSTOP: Employee & Labor Relations FAX: 458-0103**

The UCSC Biweekly Pay Transition Assistance program offers eligible employees who are transitioning from a monthly to a biweekly pay cycle the option to receive an **Accrued Vacation/Compensatory Time (CTO) Cash-out** to assist in meeting financial obligations during the transition period. A maximum of 80 hours of accrued vacation AND/OR CTO may be requested. All applications are subject to review for eligibility criteria. You will be notified if your application for cash out is accepted or denied. Incomplete and/or unsigned applications will be denied.

Name:	_____	Employee ID#:	_____
Department:	_____	Payroll Title:	_____
Mailstop:	_____	Work Phone:	_____
Home Address:	_____	Home Phone:	_____
City, State, Zip Code:	_____	Employee Email:	_____
Supervisor Name:	_____	Supervisor Email:	_____

### Accrued Vacation/CTO Cash-out Request

Eligible employees may elect to receive one of the following cash-out options, but not both. Accrued Vacation/CTO Cash-out requests may be cancelled in writing to Employee & Labor Relations by end of day January 15, 2013.

**NOTE:** There must be sufficient accrued vacation AND/OR CTO available to cover the requested cash out amount. **Only one option may be chosen.**

- Option 1 –Accrued vacation AND/OR CTO hours (combined total not to exceed 80 hours) to be paid on February 1 or 8\*, 2013
  - Number of vacation hours to cash out: \_\_\_\_\_
  - AND/OR**
  - Number of compensatory time off (CTO) hours to cash out: \_\_\_\_\_
- Option 2 – Accrued vacation AND/OR CTO hours (combined total not to exceed 80 hours) to be paid as follows:
  - Number of accrued hours to cash out on February 1 or 8\*, 2013:  
Accrued Vacation: \_\_\_\_\_ Compensatory Time (CTO) \_\_\_\_\_
  - Number of accrued hours to cash out on February 13, 2013:  
Accrued Vacation: \_\_\_\_\_ Compensatory Time (CTO) \_\_\_\_\_

*\*Cash out payment date will correspond with your existing monthly pay cycle.*

Submission of this form serves as my formal request to have the specified vacation and/or CTO hours paid out. I understand that the amount of vacation and/or CTO I elect to cash out will be immediately deducted from my accruals and no longer will be available for use.

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

Additional Information Regarding the Transition Assistance Program can be found at [biweeklypay.ucsc.edu](http://biweeklypay.ucsc.edu)

## Eligibility Verification– *To be completed by Employee & Labor Relations Analyst Only*

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### Eligibility Criteria

Any nonexempt employee, including probationary, career, limited, contract or per diem employee, who is converting from monthly to biweekly pay and who meets the following criteria:

- Employee has existing accrued vacation AND/OR CTO equal to or greater than requested amount as of December 7, 2012
- Hired as of December 1, 2012
- Have one appointment of 50% or more

Employees electing transition assistance whose University appointment or status changes prior to cash out will be handled on a case-by-case basis.

### Eligibility to participate verified by:

Employee & Labor Relations Analyst (print name): \_\_\_\_\_ Date: \_\_\_\_\_

Employee & Labor Relations Analyst (sign name): \_\_\_\_\_ Date: \_\_\_\_\_

### Records Disposition:

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- Verified forms are given to the Staff HR Service Team Operations Specialist for Processing.
- Office of Record: Staff HR Operations
- Retention Schedule: 5 years