

## Vacation Cash-Out Agreement

Employee's Name: \_\_\_\_\_ ID#: \_\_\_\_\_  
 (Please print)

This one-time, vacation cash-out option is being made available to assist salaried (exempt) employees who are transitioning to a new pay period in connection with the change to a biweekly payroll in January 2019. This vacation cash-out is earned salary and is subject to payroll taxes. It is available to staff with accrued vacation who are current with their leave report submissions (all leave reports for 2018 have been submitted and approved). You may request the cash-out in one paycheck or in multiple paychecks with equal increments. **Requests need to be made no later than May 31, 2019.**

I request a vacation cash-out of no more than two weeks of accrued vacation. I understand that if this request is approved I will receive this cash-out no sooner than my first biweekly paycheck on January 18, 2019, or on the next available biweekly paycheck after making this request.

Date of request: \_\_\_\_\_

Paycheck date	Vacation Cash-Out Hours Requested
01/18/2019	
02/01/2019	
02/15/2019	
03/01/2019	
03/15/2019	
03/29/2019	
04/12/2019	
04/26/2019	
05/10/2019	
05/24/2019	
<b>Total</b>	

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

\_\_\_\_\_  
 Human Resources Date

<b>**For Human Resources/Payroll/Accounting Use Only**</b>	
Leave reports current? _____	Vacation accruals available? _____