



Cash Out Vacation Request

This form is processed by the Payroll Dept and must be submitted no later than 3:00pm pst the Friday before a pay day in order to be processed.

Employee Number _____

Employee Name _____

Employee Type ☐ Exempt (S)

Vacation Pay Out Only

Maximum Available ☐

Pay Hours Requested ☐

If Pay Hours Requested is selected, please specify number of hours: _____
(minimum of 24 hours)

Employees may receive pay instead of taking vacation time off for up to the amount of their annual vacation accrual rate per calendar year, (based on the employee's accrual rate as of January 1), but may not exceed the employee's current vacation balance. Pay outs must be for at least 24 hours. Employees may only receive pay instead of vacation time off for accrued and unused hours in excess of 40 hours. Vacation pay is always paid at the employee's wage rate at the time of pay out. Vacation policy (SLP-0147)

Employee Signature

Date

Payroll

Pay Period Date

6/19/2020 17:13

6/19/2020 5:14 PM