

## SEIU Vacation Leave Cash Out Request Form

PSU ID Number	Last Name	First Name	Middle Name

Current Address <input type="checkbox"/> New?	City	State	Zip Code

Primary Phone Number	Secondary Phone Number	PSU Email Address <input type="checkbox"/> New?	Employee Classification
			Classified

<b>Number of Hours Requested for Cash Out up to the maximum of forty (40) hours.</b>

### Employee Signature

Pursuant to Article 47, Section 17, of the Collective Bargaining Agreement between the Oregon University System and the SEIU/OPEU, I hereby request to cash out hours of vacation leave (not to exceed 40 hours).

I understand the following provisions apply:

- A maximum of forty (40) hours may be cashed out.
- I must have a remaining vacation balance of eighty (80) hours after the cash out.
- This request can be made only once each year in December.
- Payment is subject to ordinary deductions and tax withholdings at the supplemental withholding rate.
- This request is irrevocable. I will not be able to buy back hours at a later date.
- Requests must be received in Human Resources by December 23, 2011 and the vacation cash out will be included in my January 2012 pay check.

Signature		Date	
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### Required Supervisory Acknowledgement Signatures

Department Supervisor Signature		Date	
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Dean/Director/Chair Signature		Date	
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### Human Resources Use Only

<b>Vacation Balance Before Cash Out</b>		If ending balance is less than 80 hours this request must be denied.
<b>Hours Requested to Cash Out</b>		
<b>Vacation Balance After Cash Out</b>		<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b>

Hours to Cash Out	X Hourly Rate	= Total Dollars to Pay	Index	Account Code