

REQUEST FOR CASH OUT OF VACATION LEAVE
(SEIU-Represented Employees)

Pursuant to Article 47, Section 17, of the Collective Bargaining Agreement between the Oregon University System and the State Employee's International Union Local 503, I hereby request to cash out _____ hours of vacation leave (not to exceed 40 hours).

I understand the following provisions apply:

- I must have at least eighty (80) hours of accrued leave remaining after the cash out.
- This request can only be made once in December of each annual year and must be received in the Human Resources office no later than December 31.
- This cash out will be paid in January.
- Payment is subject to ordinary deductions and withholdings.
- This request is irrevocable. Once cashed out, I will not be able to buy back hours at a later time.
- Requests received in Human Resources after December 31 will not be accepted or processed.

Employee's Signature _____

ID # _____

Department _____

DATE _____

FOR EMPLOYEE'S SUPERVISOR USE

Vacation balance *before* cash out _____

Hours cashed out _____

Balance *after* cash out _____ (if less than 80, request **must** be denied)

Approved _____ Denied _____

Hours to be cashed out _____ x hourly rate of _____. Total dollars = _____.

Index _____

Account Code 10411

Amount _____

Authorized Signature (Director/Chair): _____

FOR PAYROLL USE ONLY

Adjustments made to employee's leave accruals on _____ by _____

**Procedure: Employee and Department Manager complete form and submit to
Office of Human Resources by required time frames.**
