

TCUSD Request for Vacation Payout

I, _____, would like to request a
payout of _____ vacation hours on my _____ 10th
paycheck. I can be reached at (_____) _____ if you have
any questions.

Thank You,

_____ Date: _____
Employee Signature

The following request has been: APPROVED / DENIED.

_____ Date: _____
Marianne Sarraill, CBO

**Vacation Buy-Out –*

Any permanent classified employee is eligible to request a buy-out of vacation days, up to two weeks, of their regular work hours. Such requests must be earned prior to the current school year and will be honored no more than twice annually. (Example: full-time (40 hours per week) employees would be able to request 80 hours, part-time (15 hours per week) employees would be able to request 30 hours, etc.) A request for vacation buy-out must be made in writing to the Chief Business Official (email is acceptable). Requests must include: your name, number of hours requested and desired date to be paid. Payouts will only be paid on the 10th of the Month.