



Business Services/Payroll Department  
1301 North A Street, Lompoc, CA 93436  
(805) 742-3270 - Fax (805) 742-3355

TO: ALL CLASSIFIED EMPLOYEES  
FROM: Business Services/Payroll Department  
SUBJECT: Vacation Payout for Non Duty Days  
DATE: October 2016

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**EMPLOYEES WORKING LESS THAN TWELVE MONTHS may elect vacation pay out of non-duty hours during months in which the non-duty days occur. The request should be for the non-duty hours only and cannot exceed one years' amount of leave accrual.**

Leave balances are printed on pay stubs every month and it is your responsibility to verify the vacation balance prior to submitting a request for payout.

The following should be completed and submitted to Payroll by the 10<sup>th</sup> of the month in which the non-duty days occur. Requests received after the 10<sup>th</sup> are not guaranteed payment. Submit one form per occurrence.

I hereby request payout of the following:

Cash pay out of \_\_\_\_\_ (#) hours to cover \_\_\_\_\_ (#) non-duty days for the month of \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

SSN or Escape ID: \_\_\_\_\_

(Indicate last 4 digits)

**Submit to Payroll by the 10<sup>th</sup> of the month in which the non-duty days occur.**

**FOR PAYROLL USE ONLY**

Hours Paid: \_\_\_\_\_ Posted: \_\_\_\_\_