



**Business Services - Payroll Department  
 1301 North A Street Lompoc, CA 93436  
 PHONE (805)742-3270 | FAX (805)742-3355**

**To: Classified Bargaining Unit Members**

**Re: PAYOUT/ROLL-OVER OF VACATION BALANCE**

**Ref: Classified Bargaining Unit Contract Article(s) 8.5 & 8.51**

**Article 8.5** - The equivalent of **up to one (1) year's** earned vacation may be accumulated and carried over for one (1) fiscal year to the next fiscal year. Any balance in excess of that amount, as of June 30, will be paid in July.

**Employees working less than twelve months (260 day calendars) MAY elect the following option:**

\_\_\_Cash pay-off of my 2020-21 year's accrual, paid July 9, 2021.

\_\_\_\_\_  
 Employee Printed Name

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date

**Article 8.5.1** - The carry-over period may be extended six (6) months (December 31) with prior permission of the immediate management supervisor certifying the employee will use the excess vacation before December 31.

**The deadline for using the carry-over is December 31, 2021. If not used by this date you will lose any future vacation grants until the excess balance is at zero.**

\_\_\_\_\_  
 Employee Printed Name

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisor Printed Name

\_\_\_\_\_  
 Supervisor Signature

\_\_\_\_\_  
 Date

**Please submit this form to Payroll by June 4, 2021** if selecting either option on this form.

Please refer to *Absence Management* system (formerly AESOP) for your vacation balance. If you have any questions or concerns, please call Payroll at 742-3270.