



VICTOR VALLEY UNION HIGH SCHOOL DISTRICT

**BUSINESS SERVICES DIVISION**

16350 Mojave Drive, Victorville, CA 92395-3655

760.955.3201 ext. 10211

**Classified Employee Vacation Payout Request Form**

**(Employees whose work year is less than 261 days)**

***Must be submitted to Fiscal Services by 4 p.m. on June 3, 2022***

Employee Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Site/Department: \_\_\_\_\_

Job Title: \_\_\_\_\_

In order to receive a vacation payout, you must have been employed with the district for 6 months or more.

**2021-22 Vacation Balance Payout** (only necessary if employee has not already submitted a request)

I would like all or a portion of my vacation balance as of June 30<sup>th</sup> paid at the end of July.

Please pay out my entire balance as of June 30<sup>th</sup>

Please pay out \_\_\_\_\_ Hours / Days (Circle Hours or Days)

**2022-23 Vacation Accrual Payout**

I choose to not use any portion of my available vacation leave and "Bank" my vacation days as outlined in Article 9 "Leaves" of the collective bargaining agreement.

I choose to have \_\_\_\_\_ Hours/Days (Circle Hours or Days) divided and paid in equal monthly installments.

I understand this election is irrevocable during the fiscal year and the amount of vacation leave allocated for payout will not be available for use during the 2022-23 fiscal year. Also, if I leave the District prior to the end of the year my last paycheck will be reduced by any unearned vacation time that was paid.

I understand this request is voluntary and that all lawful deductions will be taken from a vacation payout.

I understand that if I do not submit this form by June 3<sup>rd</sup>, I will receive my 2022-23 vacation allotment on July 1st and will not have the option to receive any vacation payout until July 2023.

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

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

***Please return the **original** copy of the form to the  
Fiscal Services Department (District Office, Building #5) by June 3<sup>rd</sup> at 4:00 pm.***