



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 :

Check box for maximum payout or put exact amount on the line below : Cash pay-off of my 2023-24 year's accrual, paid July 10, 2024.

_____ Hours of Vacation to be paid July 10, 2024.

 Printed Name

 Date

 Employee Signature

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, 2024. 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 14, 2024 if selecting either option on this form.

Please refer to the Employee Portal <https://eportal.escape.sbceo.org/#/login> for your vacation balance. If you have any questions or concerns, please call Payroll at 742-3270.

Rev. 2024-05