



# TEMPLE CITY UNIFIED SCHOOL DISTRICT

## Request for Vacation Buy-Out

**Instructions:** Originator to complete and submit to Business Services.

Legal Name (Last, First):	
Number of vacation hours/days requested for buyout*:	
Paycheck to appear on: (Month)	
Contact telephone number:	

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The balance shown on your paystub is the current vacation balance. It should also have indicated "as of date" on the paystub. Refer to your last Sick Leave and Vacation Update (see attached example) to find hours earned that are available for buy-out. This means you can request unused vacation from the previous school year starting August 10 of the current year.

(\*) Read the below stipulation and check the corresponding box that you have read and understood it.

Vacation Buy-Out: Per **CSEA 105 MOU**, Article X, Section 2, Any permanent 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 Asst. Superintendent of Business Services (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.

Vacation Buy-Out: Per **CSEA 823 MOU**, Article X, Section 2, Any permanent employee is eligible to 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). A request for a vacation buy-out must be made in writing to the Asst. Superintendent of Business Services.

Vacation Buy-Out: **Management and Unrepresented employees** must have earned the vacation prior to the current school year. A request for vacation payout must be made in writing to the Asst. Superintendent of Business Services. Vacation payout may require Board Approval, depending on your TCUSD employment contract. Contact the appropriate payroll technician (classified or certificated) for specific instructions.

The following request has been:

APPROVED

DENIED

\_\_\_\_\_  
Asst. Superintendent, Business Services Signature

\_\_\_\_\_  
Date



# TEMPLE CITY UNIFIED SCHOOL DISTRICT

## Sick Leave and Vacation Update

To:

From: Yvonne Wong, Classified Payroll Clerk [ywong@tcusd.net](mailto:ywong@tcusd.net)

Date: September 25, 2019

Our records indicate that your accumulated totals for sick leave and vacation time are as follow **(September extra earnings and use information is NOT included)**:

	balance as of <b>June 30, 2019</b>	2019-2020 allotment	extra earned since July 1, 2019	used since July 1, 2019	balance through <b>June 30, 2020</b>
	hours	hours	hours	hours	hours
sick					
vacation					

**Please remember that your floating holiday MUST be used by June 30, 2020 or it will expire.** You currently have day of floating holiday available.

**These totals do not take into account any time you may earn through June 30, 2020 due to additional hours you may work during the upcoming 2019-2020 school year.** Due to Ed Code 45102, any additional hours worked above your board approved permanent assignment, up to 8 hours total worked within a day or 40 hours total worked within a week, will earn you additional sick and vacation time. This accumulated sick and vacation time is posted one month after the month in which the sick and vacation time is earned.

**Earned vacation pay may be requested as a lump payment.** You currently qualify to have up to 2 weeks cashed out on a payroll date issued on the 10<sup>th</sup> of the month. As a reminder, the maximum you can cash out is the lesser of two weeks or your balance at June 30, 2019.

**To request payment for a vacation payout,** please email Mercedes Gomez with the number of hours you wish to cash out and the paycheck date you wish to have it paid. Please allow at least two weeks processing time if you wish to have it on the next available 10<sup>th</sup> of the month payroll.

If you have any questions related to the balances, please contact me at [ywong@tcusd.net](mailto:ywong@tcusd.net)