

CSEA VACATION PAY OUT REQUEST FORM

Pursuant to Article 7.7 of the collective bargaining agreement between the Westminster School District and CSEA Chapter 34, employees may be paid for up to three accumulated vacation days (in whole day increments) at the end of each school year. This form must be submitted to the payroll department by the May 16th deadline.

By completing this form, I request vacation pay out for the number of days designated below:

- 1 day
- 2 days
- 3 days

- This pay out will be received on the June 10th paycheck.
- Payment is subject to ordinary deductions and withholdings (No PERS Credit).
- Requests received after submission of the May 16th deadline will not be accepted or processed.
- This request is irrevocable. Once submitted, I will not be able to buy back hours.

Employee Name (print legibly)

Employee ID

Employee's Signature

Worksite

Procedure: Employee complete form and submit to Payroll Department by May 16th deadline.

For Payroll Use Only

Adjustments made to employee's leave accruals on: _____

By: _____
