



CLASSIFIED VACATION CASH OUT FORM

Name _____ Employee ID: _____ Work Site: _____

AFSCME

_____ Twelve Month Worker Cash Out (AFSCME Contract, Article 9.5.1) All twelve month workers who have completed between five (5) and fourteen (14) years of service with the District, may, with District approval, cash out up to five (5) vacation days once per fiscal year. Twelve month workers who have completed fifteen (15) or more years of service with the District, may, with District approval, cash out ten (10) vacation days once per fiscal year.

_____ Ten and Eleven Month Worker Cash Out (AFSCME Contract, Article 9.5.2) All ten and eleven month workers who have completed fifteen (15) or more years of service with the District, may, with District approval, cash out five (5) vacation days once per fiscal year.

CSEA

_____ (CSEA Contract, Article 11.4) In the event a unit member does not use all of his accrued vacation by June 30 and does not have approval to carry over a maximum of five (5) such days to the next school year, the unit member shall use all the vacation days in excess of the prior year's accrual or days in excess of the approved carryover no later than December 31 of the following school year. Pay for vacation days for unit members shall be the same as that which the employee would have received had he been in a working status.

CSEA employees may cash out any vacation hours in excess of the current and prior year's accrual.

Based on my Collective Bargaining Agreement, I have confirmed with the Payroll Department that my current vacation balance is _____ hours. I am requesting to cash out _____ hours of vacation.

In order to be eligible for vacation cash out, the worker must have earned, at the time of the vacation cash out request, the number of vacation days the worker is requesting to cash out.

Employee Signature

Date

Director, Human Resources

Date