

APPENDIX B

**Ulster BOCES
Directors & Assistant Directors**

**REQUEST TO CASH OUT
VACATION DAYS**

As part of the Ulster BOCES Directors' & Assistant Directors' Terms & Conditions of Employment, Directors & Assistant Directors have the following options available to them under Article 2 (2) (c) – Vacation.

Directors and Assistant Directors will be permitted to cash out up to four (4) unused vacation days at the per diem rate (1/240) annually. Any such requested must be approved by the District Superintendent prior to June 30.

DIRECTORS & ASSISTANT DIRECTORS TO COMPLETE REQUEST BELOW

Please send the completed form to the Human Resource Office.

Number of <u>days</u> requested to be <u>cash out</u> at the per diem rate. (<u>Maximum of 4 days per year</u>)	
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Director/Assistant Director's Name: _____

Signature: _____

Date: _____

HR Confirmation of Days Available to Cash Out: _____ Initials: _____

District Superintendent's Approval: _____

Date: _____