



SPA - SCA

Optional Cash Out of Annual Vacation Leave Allocation

Return to the Payroll Office no later than June 30th

Last Name, First Name – Please Print

School or Department

In accordance with the SPA/SCA Meet and Confer agreement Section XII:

- Twenty-seven (27) days of Vacation Leave shall be provided each year, front-loaded as of July 1st, cumulative up to a maximum of fifty-seven (57) vacation leave days, and subject to pro-rating for employees who are hired after July 1 and/or less than full time employees.
- Annually, if an employee has used fifteen (15) vacation days (in the prior year), s/he may cash-out up to five days which would be subject to loss if not cashed out. The annual vacation cashout will be paid at the employee's per diem rate of pay, which is calculated at 1/219th of the Administrator's annual salary per day
- Total vacation leave hours cashed out will be deducted from your current vacation leave balance.
- Days in excess of allowable rollover will be forfeited.
- Vacation Leave cash out will appear on the July payroll.
- You can view your Vacation Leave balance in Employee Access Time Off.

☐

I request to cash out _____ Vacation Leave Hours

OR

☐

I request to cash out the maximum Vacation Leave hours eligible

Employee Signature

Date

(Payroll Use Only)

Total vacation leave hours allocated for the **Current School Year** _____

(Does not include vacation leave carried forward from the prior school year.)

Less: Vacation Leave taken during the current year (_____)

Total Vacation Leave Hours Available for Cash Out _____

Pay Code: TVC5

Object Code SPA: 2660

Object Code Supt: 2860

Object Code SCA Cert: 2760

Object Code SCA Class: 3760