

APPENDIX B

Ulster BOCES

School Business Official, Directors & Assistant Directors

REQUEST TO CASH OUT VACATION DAYS

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

The School Business Official, 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.

SCHOOL BUSINESS OFFICIAL, DIRECTORS, AND 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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Name: _____

Signature: _____

Date: _____

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

District Superintendent's Approval: _____

Date: _____