

**REQUEST FOR CASH OUT OF VACATION LEAVE**

(OPEU-Represented Employees)

Pursuant to Article 47, Section 17, of the Collective Bargaining Agreement between the Oregon University System and the Oregon Public Employees Union, I (please print) \_\_\_\_\_ hereby request to cash out \_\_\_\_\_ hours of vacation leave (must not exceed 40 hours).

**PROCEDURE:** (1) Employee and supervisor complete form and submit to Director and/or Provost/Vice President.  
(2) Provost/Vice President reviews and submits form to the Human Resources Office.

I understand the following provisions apply:

- I have at least eighty (80) hours of accrued vacation leave remaining after the cash out.
- This request can only be made once in each twelve month period and must be made in December.
- Payment is subject to ordinary deductions and withholdings.
- This request is irrevocable. Once cashed out, I will not be able to buy back hours at a later time.
- Requests must be received in the Human Resources Office by the close of business on December 31st.
- The cash-out will be paid to employees as part of their January paycheck.
- Manual checks will not be an option for payment.

Employee Name (please print) \_\_\_\_\_

Employee's Signature \_\_\_\_\_ SSN/V# \_\_\_\_\_

Department \_\_\_\_\_

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Vacation balance *before* cash out: \_\_\_\_\_

Hours cashed out: \_\_\_\_\_

Balance *after* cash out: \_\_\_\_\_ (Must be 80 hours or more to qualify)

Hours to be cashed out: \_\_\_\_\_ x hourly rate of \$ \_\_\_\_\_ Total dollars = \_\_\_\_\_

Note: This will be charged to the same index from which the employee is presently paid.

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Signature Date

Dean/Director \_\_\_\_\_ Date \_\_\_\_\_  
Signature Date

Provost/Vice President \_\_\_\_\_ Date \_\_\_\_\_  
Signature Date

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**FOR PAYROLL OFFICE USE ONLY**

Eligibility verified on \_\_\_\_\_ by \_\_\_\_\_

**Time Entry: LPV \_\_\_\_\_ HOURS.**

Adjustment made to employee's leave accruals on \_\_\_\_\_ By \_\_\_\_\_