

REQUEST FOR CASH OUT OF VACATION LEAVE

(SEIU-Represented Employees)

Pursuant to Article 43, Section 17, of the Collective Bargaining Agreement between Western Oregon University and the Service Employees International 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 _____

Vacation balance *before* cash out: _____

Hours cashed out: _____

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

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

Supervisor's Signature _____
Signature Date

Dean/Director _____
Signature Date

Provost/Vice President _____
Signature Date

FOR HR OFFICE USE ONLY

Eligibility verified on: _____ By: _____

Time Entry: LPV _____ HOURS.

Adjustment made to employee's leave accruals on _____ By _____

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