

### Request for Cash Out of Vacation Leave

For 2011/2012 and 2012/2013 fiscal years only, LCCEF and Management employees are eligible to elect a lump sum vacation leave pay-off during a vacation cash out, window provided the individual has a sufficient accrued vacation leave balance.

1. Window of election and payoff: **July 1 – October 15**
2. Hours eligible, **in 4 hour increments only** (4, 8, 12, 16, 20 hours):

LCCEF – up to **16 hours**

Managers – up to **20 hours**

*Example: Employee has 100 hours accrued vacation; LCCEF can sell 4, 8, 12 or 16 hours.*

Please check the appropriate employee category and write in the number of hours you request to cash out **“in 4-hour increments only”**. Please sign and date the form and return to Human Resources.

☐ LCCEF -Vacation leave hours to cash out (not to exceed 16): \_\_\_\_\_

☐ Manager -Vacation leave hours to cash out (not to exceed 20): \_\_\_\_\_

My signature below indicates that I understand and agree to the following:

1. Cash out payment is subject to ordinary deductions and withholdings.
2. This request is irrevocable.
3. I will receive this pay on the next normally scheduled paycheck, either 10<sup>th</sup> or 25<sup>th</sup> of month after timely submission of this form.

Name: \_\_\_\_\_ L#: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO HUMAN RESOURCES  
NO LATER THAN OCTOBER 15, 2011**

HUMAN RESOURCES USE ONLY	
Leave Balance Verified	
Earn Code	