



## VACATION PAYOUT REQUEST FORM

Employee Name: \_\_\_\_\_ Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*PRINT LEGIBLY (Last) (First) (MI)*

I have read and reviewed the Vacation Payout Policy and (provided that I meet all the criteria for eligibility listed therein), I hereby request a vacation cash out in lieu of available vacation time off.

I hereby authorize the Company to deduct from my accrued and unused vacation balance the amount of:

\$ \_\_\_\_\_, (which is the equivalent of \_\_\_\_\_ vacation hours or partial hours)

to be paid to me on, before and no later than this date: \_\_\_\_/\_\_\_\_/\_\_\_\_. (NOTE: a minimum advance notice of one full payroll cycle is required to process this request.)

If I do **NOT** have the accrued amount of available vacation time that I am requesting above, I hereby authorize the Company to zero out my vacation bank and pay me all available vacation time that I have available at this time. Employee Initials: \_\_\_\_\_ HR: # of hours/partial hours available: \_\_\_\_\_

### EMPLOYEE ACKNOWLEDGEMENT:

*I acknowledge and understand that:*

- I have not received a previous vacation payout within the last 90 calendar day period; AND
- The amount I am requesting does not exceed my available accrued and unused vacation; AND
- The amount of vacation payout is in lieu of taking the equivalent amount in time off; AND
- Once my vacation payout request is processed, I will no longer have this same equivalent amount of available vacation hours (or partial hours) to take as time off from work at some future date; AND
- I must complete, sign and submit this Vacation Payout Request Form to the Payroll office at least one full payroll cycle prior to the expected date I wish to receive my vacation payout.

I, the above named employee, have read the policy and respectfully submit my request as defined herein and in accordance with the policy guidelines.

\_\_\_\_\_  
*Signature of Employee*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Supervisor*

\_\_\_\_\_  
*Date*

### HUMAN RESOURCES ONLY:

I have reviewed this employee's file for requesting a vacation payout and I hereby:

- Verify the employee **meets all the conditions** and the **request is approved** for processing. Disbursement date: \_\_\_\_\_
- Cannot verify that the employee meets all the conditions and therefore the **request is denied**. \_\_\_\_\_
- Taxed as supplemental wages  Suppressed all voluntary deductions
- Deducted **401(k)**  Included **401(k) Match**  Included **Pension/Profit Share**

\_\_\_\_\_  
*Human Resources Signature*

\_\_\_\_\_  
*Date*