



# SEIU Request for Cash Out of Vacation Form

Pursuant to Article 47, Section 17, of the Collective Bargaining Agreement between the Oregon University System and the SEIU Local 503, Oregon Public Employees Union, I hereby request to cash out \_\_\_\_ hours of vacation leave (not to exceed 40 hours). I understand that the following provisions apply:

- I must 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 January;
- Payment is subject to deductions and withholdings;
- This request is irrevocable. Once cashed out, I will not be able to buy back hours at a later time;
- Requests received prior to January payroll cutoff will be paid with January pay;
- Requests received after January payroll cutoff will be paid with February pay.

<b>Employee's UO ID #</b>	
<b>Department</b>	
<b>Employee's Signature</b>	
<b>Dean/Director/Dept Head Signature</b>	

FOR DEPARTMENT/COLLEGE USE ONLY	
<b>Vacation balance before cash-out</b>	
<b>Hours cashed out</b>	
<b>Balance after cash out If less than 80, request must be denied</b>	
<b>Approval Status</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
<b>Account Code</b>	10411
<b>Amount</b>	
<b>Authorized Signature</b>	

**Procedure:**

1. Employee and Departmental/Unit Timekeeper complete this form, which is then signed by the Dean/Director or Dept Head.
2. Department/Unit Timekeeper enters the LPV earn code during the appropriate time entry period.
3. This form is retained in the department with the time entry records for audit purposes.