

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 a year during the month of December;
- This request to cash out vacation cannot be submitted, changed or withdrawn after December 31;
- This request is irrevocable. Once cashed out, I will not be able to buy back hours at a later time;
- The cash-out will be paid in January and will be subject to the supplemental tax rate and Social Security and Medicare deductions.

Printed Name of Employee _____ UO ID Number _____

Department _____

Vacation balance before cash-out	
Hours cashed out	
Balance after cash out. (If less than 80 hours, request must be denied)	

Signature of Employee

Date

Department Approval: Request _____ Approved _____ Denied _____

Dean/ Director/Dept Head Signature

Date

Procedures:

1. Employee with assistance and review of Departmental/Unit Timekeeper, completes this form, which is then signed by the Dean/Director or Dept Head.
2. Department/Unit Timekeeper **enters the LPV earn code** during the January time entry period.
3. This form is retained in the department with the time entry records for audit purposes.
4. **A copy of the form is faxed or emailed to the Office of Human Resources no later than December 31.** Email: hrinfo@uoregon.edu, or Fax: (541) 346-2548.