

VACATION CASH OUT REQUEST FORM

Exempt to Non-Exempt Status Transition

Unrepresented employees transitioning from an exempt (salaried/monthly paid) to non-exempt (hourly/bi-weekly paid) status may request a pay out of up to 40 hours of accrued vacation time, in whole hour increments, to be paid on the October 18, 2016 pay period. Individuals must have sufficient vacation hours accrued as of 9/30/2016 to cover the requested cash out.

In order to request a vacation time cash out, you must complete this form and return to your Business Officer no later than **September 16, 2016**. Your Business Officer is responsible for reporting this information to UC HR.

EMPLOYEE INFORMATION (please print)	
Last Name:	First Name:
UCID:	Email:
Org Unit Name:	Daytime Phone:
Requested Hours of Vacation Payout (not to exceed 40):	Work Phone:
CERTIFICATION	
I hereby authorize payout of the above number of accrued, unused vacation hours listed above. I understand those hours will no longer be available to me as of October 18, 2016 and will be reflected on my October 18, 2016 pay statement. I understand this vacation payout is subject to standard payroll deductions, pension withholding and is tax reportable. I further understand my election, once submitted, is irrevocable.	
EMPLOYEE SIGNATURE	
Signature:	Date:

You must return this form to your Business Officer NO LATER THAN September 16, 2016.