



Request for Cash Out of Vacation Leave – Unclassified Employees

Pursuant to the *Unclassified Professional Staff Vacation Cash Out* policy, unclassified professional staff on 12-month contracts may cash-out up to forty (40) hours of vacation leave in January payroll each year. A request to cash-out vacation must be submitted by the last working day of the previous December. The employee must have a minimum of eighty (80) hours of accrued vacation leave remaining after the cash-out.

To request a vacation cash-out, please complete the form below. Upon completion, please forward this form to Human Resources via the Human Resources Form Submission on your Portal or via hard-copy to our office. Please direct questions or concerns to payroll@wou.edu or (503) 838-8490.

General Information			
Employee Name:			
V#:			
Department:			
Vacation Cash-Out Request			
Current Vacation Balance:			
Requested Vacation Cash-Out: <small>(must not exceed 40 hours)</small>			
Remaining Vacation After Cash-Out: <small>(remaining balance must be 80 or more hours to qualify)</small>			
Provisions			
By signing below, I understand the following provisions:			
<ol style="list-style-type: none"> 1. I have at least eighty (80) hours of accrued vacation leave remaining after the cash-out. 2. This request can only be made once in each twelve-month period and must be made in December. 3. Payment is subject to ordinary deductions and withholdings. 4. This request is irrevocable. Once cashed out, I will not be able to buy back hours at a later time. 5. Requests must be received by Human Resources by the close of the last business day in December. 6. The cash-out will be paid to employees as part of their January payroll check. 7. Manual checks will not be an option for payment. 			
Authorization			
	Name	Signature	Date
Employee Signature			
Supervisor Signature			
Dean/Director			
Provost/Vice President			

Office Use Only:

Eligibility Verified
 Time Entry: LPV Hours x hourly rate of \$ = \$ total payment
 Adjustment made to leave accruals