

**REQUEST FOR CASH-OUT OF VACATION LEAVE
(OPEU Represented Employees)**

Pursuant to Article 47, Section 17, of the Collective Bargaining Agreement between the Oregon University System and the Oregon Public Employees Union, I hereby request to cash out ____ hours of vacation leave (not to exceed 40 hours).

I understand the following provisions apply:

- I must have at least eighty (80) hours of accrued leave remaining after the cash out.
- This request can only be made once in each twelve-month period, must be made in December, and must be received in Human Resources by December 31st.
- Payment is subject to ordinary deductions and withholdings.
- 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.
- Requests received in Human Resources after January payroll cutoff will be paid with February pay.

Employee's name (printed) _____ ID# _____

Signature _____ Department _____

Date _____

Procedure: Employee & department complete form and submit to Human Resources on or before last working day in December.

FOR DEPARTMENT USE ONLY

Vacation balance *before* cash out _____ Hours cashed out _____

Balance *after* cash out _____ (if less than 80, request **must** be denied)

Approved: _____ Denied: _____

Hours to be cashed out _____ x Hourly rate of _____ Total \$ _____

Index _____ Earn Code LPV Account Code 10411

Authorized Signature (Dean/Director/VP) _____

FOR HUMAN RESOURCE USE ONLY

Adjustments made to employees leave accruals on _____ by _____