Oregon State University

Office of Human Resources

Request for Cash Out of Vacation Leave

(SEIU Represented Employees Only)

Employee

Complete this section, sign and date the form, *If you are in an administrative unit, send your form to* UPHR.Lifecycle@oregonstate.edu. *If you are in an academic unit, send your form to* hovlandsc.lifecycle@oregonstate.edu.

Last Name _____ First Name _____ Middle Name _____ University ID _____

Department _____ Number of vacation leave hours to cash out (not to exceed 40): _____

I am submitting this request to cash out the vacation hours noted below as allowed under Article 43, Section 17 of the Collective Bargaining Agreement.

My signature below indicates that I understand and agree to the following:

1. I may cash out up to 40 hours of vacation leave annually.
2. My request must be made in December.
3. I have checked my EmpCenter balance and I will have at least 80 hours of accrued vacation remaining after cash out.
4. Cash out payment is subject to ordinary deductions and withholdings.
5. This request is irrevocable.
6. I will receive this pay on my January paycheck.

Employee Signature _____ Date _____

revised 12/02/2020