

## Vacation Cash in Worksheet

I, \_\_\_\_\_, employee badge number \_\_\_\_\_,  
would like to cash in the following:

\_\_\_\_\_ Hours Requested

For Payroll Purposes Only

Annual Accrual Rate \_\_\_\_\_

YTD Vacation Cashed In \_\_\_\_\_

Balance Available to Sell \_\_\_\_\_

Current Accrual \_\_\_\_\_

- You must be employed full-time or part-time for 1 year or longer.
- The limit on this benefit for each year is your annual accrual rate (80, 120, 160, 200, or 240). Your year starts on your seniority date (not calendar year).
- You must leave enough hours for future planned time off.

**This check will be direct deposited in the same manner as your regular payroll. If you do not have direct deposit set up, you may pick up your check in Human Resources.**

***I understand that this will be taxed according to IRS Supplemental Pay regulations***

\_\_\_\_\_  
Employee Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number