



SEIU ANNUAL VACATION CASH-OUT REQUEST

In accordance with Article 47 ☐ Vacation Leave, Section 17 of the SEIU Collective Bargaining Agreement that reads as follows:

Employees have the "opportunity to elect a cash-out of up to forty (40) hours of vacation leave in November of each year. The employee will submit the appropriate university form during the month of December each year requesting the cash-out. The cash-out will be paid to the employee in January. **The employee must have a minimum of eighty (80) hours of accrued vacation leave remaining after the cash-out**☐.

I have read and meet the above criteria. I would like to request a cash-out of _____ hours of vacation leave.
(No. of hours)

Name: _____

Department: _____

Signature: _____

ID #: 940-_____ Date: _____