

ANNUAL VACATION BALANCE CASH OUT REQUEST

Payroll Department Template

Please complete this form to request a cash-out of your accrued, unused vacation hours. Refer to the company policy guidelines regarding the maximum allowable hours for annual cash-out and eligibility requirements. Once completed, submit this form to your manager for approval.

EMPLOYEE INFORMATION

Employee Name:		Employee ID:	
Job Title:		Department:	
Date of Request:		Manager Name:	

VACATION BALANCE & CASH OUT CALCULATION

Current Accrued Vacation Balance (Hours):	
Number of Vacation Hours requested for Cash Out:	
Hourly Rate of Pay (\$):	
Total Estimated Gross Payout (\$):	
Remaining Vacation Balance (Hours):	

ACKNOWLEDGEMENT & AUTHORIZATIONS

By signing below, I request the cash-out of the vacation hours specified above. I understand that this payout is subject to applicable taxes and withholdings, and that my vacation balance will be reduced accordingly upon processing.

_____	_____
Employee Signature	Date

MANAGEMENT & PAYROLL APPROVALS

_____	_____
Department Manager Signature	Date

Human Resources Signature

Date

Payroll Department Signature

Date