Oregon University System

Chancellor's Office
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 eight (80) hours of accrued vacation leave remaining after the cash out;
- This request can only be made once in each twelve month period and must be made in January;
- Payment is subject to supplemental federal and state tax withholdings;
- This request is irrevocable. Once cashed out, I will not be able to buy back hours at a later time; and
- Requests received in Business Services by January 18th will be paid with January pay; requests received after that date will be paid with February pay;
- Forms will be accepted until 5pm January 31st. Late forms will not be accepted.

Requested by: _____ _____ _____

Employee's Signature | Date | ID Number

Authorized by: _____ _____ _____

Supervisor Signature | Date | Department

Index to be Charged: _____

Procedures:

1. Employee/Department completes form and submits it to Business Services.
2. Business Services reviews leave balances and approves or denies request.
3. Business Services processes approved requests in payroll.

For Business Services Use Only

Vacation balance **before** cash out _____

Hours cashed out _____

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

☐ Approved

☐ Denied

_____ _____

Business Services Signature | Date

Hours to be cashed out _____ X hourly rate $ _____ = Total paid out $ _____

Index _____ Acct Code 10411 Activity Code _____ LPV

Input by:

Date:

Revised 12/27/07