Principal Request for Vacation Cash Out

Auburn Association of Washington School Principals 2019-2021

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Employees covered by this agreement who accrue more than 40 days of vacation are eligible to cash in up to 10 days of vacation at a 2 to 1 rate, so long as a minimum of 30 days is maintained.

Number of days to be cashed in: \_\_\_\_\_\_\_\_\_\_ (not to exceed 10 days)

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Request Date Employee Name (First and Last Name)

*To be completed by Payroll*

Current Vacation Day Balance: \_\_\_\_\_\_\_\_\_\_\_ Hourly Rate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_