



Prof Tech Request for Vacation Cash Out

Prof Techs 2022-2023

6. Annual Cash Out: Employees accruing vacation are eligible to cash in up to five (5) days of vacation at their hourly rate of pay per year so long as a minimum of ten (10) earned days are maintained.

Number of days to be cashed in: _____ (not to exceed 5 days)

Request Date

Employee Name (First and Last Name)

To be completed by Payroll

Current Vacation Day Balance: _____

Hourly Rate: _____