



Vacation Cash Out Request Form

Pursuant to Article XI, Section 6 of the CBA, PSOs may cash out one-half of their vested vacation balance. Submit this form to your supervisor or local office prior to the end of the pay period that you would like to receive the cash out.

Employee Number: _____

Employee Name: _____

Department: _____

At this time, I wish to request that _____ hours (or one-half of my available balance, if less than the number listed) be paid to me.

Signature: _____

Date: _____

Date received by Payroll: _____