

NON-ACCRUALS POSITION

Accruals Cash-out

Date: _____

To: _____

From: Central Financial Service, Payroll Office

Subject: Request for Payout of Comp / Vacation Banks

Since you recently changed from an FTE (full or part-time) position to a Flex Staff, Regular Non-Accrual or On-call position, you are no longer eligible to use leave time (COM, VAC, or SIK). Although your sick leave bank must remain intact, you may cash out your comp / vacation banks.

If you wish to cash out your Comp (and/or) Vacation, please sign below and fax this memo to the Payroll Office. Requests received in our office by 9:00 AM on Friday before Payday will be paid on the following Payday.

If you do not wish to cash out your available balances, they will be reinstated for your use if you return to an Accrual Eligible FTE position within the next two years.

Effective _____, my status changed to Flex Staff / On-call / Non - Accrual Eligible. Please cash out my Comp (and/or) Vacation Accrual Balances on the next payroll.

Print Name: _____

Signature: _____ **Date:** _____

Employee ID#: _____ **Position #:** _____