



## Classified Employee Annual Vacation Cash-Out Request

In accordance with the agreement between the Oregon Public Universities and SEIU Local 503, Article 43 Section 17:

“The university’s chief human resource officer or designee will notify employees of the opportunity to elect a cash-out of up to forty (40) hours of vacation leave in November of each year. The employee will submit the appropriate university form during the month of December each year requesting the cash-out. The cash-out will be paid to the employee in January. **The employee must have a minimum of eighty (80) hours of accrued vacation leave remaining after the cash-out.**”

I have read the above criteria and verified my available vacation balances via [inside.sou.edu](https://inside.sou.edu) Banner Self-Service.

I would like to request a cash-out of \_\_\_\_\_ hours of vacation leave.

(# of hours)

Name: \_\_\_\_\_

SOU ID #: 940-\_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Signature: \_\_\_\_\_

The completed and signed form must be returned to the Payroll Services by Friday, December 29, 2023 via email attachment to [payroll-services@sou.edu](mailto:payroll-services@sou.edu), uploading to the [Secure Payroll Inbox](#), or hand-delivering to Churchill Hall, Room 143.