

LEAVE TIME CASH OUT REQUEST FORM
Semi-Monthly to Biweekly Payroll Transition

Employees transitioning from the semi-monthly to bi-weekly pay cycle due to changes in the Fair Labor Standard Act (FLSA) effective December 1, 2016 are eligible to request the cash out of available leave time including vacation, personal and/or floating holiday leave time. A maximum of 32 hours, in whole hour increments, may be cashed out subject to sufficient availability of leave time.

To request a leave time cash out, please complete this form and submit to the Payroll Office no later than Monday, November 14, 2016. Payments will be included with your final semi-monthly paycheck on November 30, 2016.

Note: An electronically fillable version of this form can be accessed at www.une.edu/hr/

EMPLOYEE INFORMATION

Last Name: _____ First Name: _____

Employee ID #: _____ Email: _____

LEAVE TIME CASH OUT REQUEST
(NOT TO EXCEED 32 HOURS TOTAL)

I request to cash out available leave time hours

Number of vacation hours: _____

Number of personal leave hours: _____

Number of floating holiday hours: _____

Total _____

CERTIFICATION

Submission of this form serves as my formal request to have the leave time paid out as indicated above. I understand that my leave time balances will be decreased by the number of hours requested and those hours will no longer be available for use. I further understand this request is tax reportable, subject to standard payroll deductions and irrevocable.

Employee Signature: _____

Date: _____

Please return your completed form to the Payroll Office no later than November 14, 2016, either by Fax 207-602-5974, Interoffice mail or email to payroll@une.edu.