

## VACATION PAYOUT REQUEST FORM

As an employee of Community Partners you are eligible to elect a lump sum vacation time payout at your rate of pay at a maximum of **one time per calendar year, provided that you have at least 40 hours of accrued vacation time.** You may request a payout for your accrued but unused vacation time **not to exceed 30% of currently accrued time.**

Employee Name
Project Leader Name

Total Hours Requested to be Paid Out:	Project Leader Initial:
Total Hours Available:	Project Leader Initial:
Total Hours Remaining:	Project Leader Initial:

Please state reason(s) for your vacation payout request:

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Unless otherwise indicated, your regular 403(b) deduction will be taken from this payout (if applicable).

- ☐ I would like to contribute \$\_\_\_\_\_ or \_\_\_\_\_% of this payout to my 403(b) account instead.
- ☐ I do **NOT** want my regular 403(b) contribution to be taken out of this payout.

All requests for Vacation Time Payouts will be considered by and granted at the sole discretion of the HR Director and/or the Senior Management Team after approval by the requesting employee's Project Leader, if applicable.

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Employee Signature	Date
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Project Leader Signature	Date
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☐ Approved      ☐ Denied      HR Initials: \_\_\_\_\_      [HR use only]