Per the LCCEF contract, Article 14.4.6: Each year, during fall term, each member shall be provided an opportunity to “sell back” up to 16 hours of accrued vacation at the member’s rate of pay.

1. Window of election and payoff: October 1, 2019 – December 31, 2019
2. Hours eligible: Up to 16 hours of vacation leave

Employees are only able to cash out vacation leave at one time during the election period. (For example: Employees cannot elect to have 4 hours of leave “cashed out” over 4 pay periods; they may elect to have up to 16 hours deducted in one pay period only.)

Vacation leave hours to cash out (not to exceed 16): ____

My signature below indicates that I understand and agree to the following:

1. Cash out payment is subject to ordinary deductions and withholdings.
2. This request is irrevocable.
3. I can only request one vacation pay out for the 2019-20 fiscal year.
4. I will receive this pay on the next normally scheduled paycheck, either the 10th or 25th of the month, after timely submission of this form.

Printed Name

Signature Date Signed

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