

# Vacation Cash Out Request Form

Employee Name: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Requested hours to be cashed out: \_\_\_\_\_

*For Office use only:*

Total Vacation Hours Available: \_\_\_\_\_

Balance after cash out: \_\_\_\_\_

Approved hours to be cashed out: \_\_\_\_\_

Approval: \_\_\_\_\_