



Vacation Cash-Out Request Form - 2021

Effective January, 2021, eligible employees may make a one-time request to cash-out up to 24 hours of earned but unused vacation time. To be eligible, you must:

- Have at least 12 months of continuous service with The Arc Carroll County; and
- Be an employee in good standing, meaning that you have had no formal disciplinary actions in the past 6 months.
- Your vacation balance after cash-out must not fall below 40 hours.

Employee Name: _____ Hire Date: _____

Requested number of hours to be cashed out: _____

Employee Signature / Date: _____

Please email the completed form to [Cheryl Fabela at cfabela@arccarroll.com](mailto:cfabela@arccarroll.com).

* * * * *

For Office Use Only:

Total Vacation Hours Available: _____

Balance After Cash-Out: _____

Approved Hours to be Cashed Out: _____

APPROVED BY: _____

Signature / Date: _____