

**UNIVERSITY OF CALIFORNIA SANTA BARBARA  
2016 TRANSITION ASSISTANCE VACATION CASH OUT PROGRAM  
ACADEMIC EMPLOYEE APPLICATION FORM**

Name: \_\_\_\_\_

Payroll Title: \_\_\_\_\_

Employee ID#: \_\_\_\_\_

Department: \_\_\_\_\_

The 2016 Transition Assistance Vacation Cash Out Program offers eligible employees who are transitioning from a monthly to a biweekly pay cycle a one-time opportunity to cash out up to 80 hours of accrued vacation leave to assist them in meeting their financial obligations during the transition period. The vacation cash out request is limited to a maximum of 80 hours of accrued vacation leave.

**Vacation Accrual Cash out Request**

**To be completed by the Employee:**

I, \_\_\_\_\_, authorize a cash out of \_\_\_\_\_ hours from my existing vacation accrual balance.\* I understand that my vacation accrual balance will be reduced by the number of hours I have authorized.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\* Accrued leave must be credited to the employee's vacation balance prior to the pay-out date of December 1, 2016.

**To be completed by the Department:**

Fund Source: \_\_\_\_\_ PPS distribution #: \_\_\_\_\_

Fund Source confirmed by: \_\_\_\_\_

**Deadline for submittal to Academic Personnel: November 10, 2016 to:**

Academic Personnel, Attn: Andrea Dittman  
1311 Cheadle Hall  
Phone: 805-893-3445 Email: andrea.dittman@ucsb.edu

Payout of accrued vacation leave will be included in the payroll check of December 1, 2016

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**The following information is to be completed by Academic Personnel:**

Eligibility and accrued vacation hours verified by: \_\_\_\_\_