

# SVSWA LEAVE PAYOUT REQUEST

Read the applicable policy pertaining to your request.

### EMPLOYEE INFORMATION

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

REQUESTED TOTAL HOURS: \_\_\_\_\_ CASH OUT DATE: \_\_\_\_\_

### TYPE OF REQUEST

REQUEST LEAVE PAYOUT TYPE		CURRENT BALANCE	AMOUNT REQUESTED	REMAINING BALANCE	HR BALANCE VERIFICATION
Paid Time Off	<input type="checkbox"/>				
Flex Leave	<input type="checkbox"/>				
Management Leave	<input type="checkbox"/>				

### PAID TIME OFF PAYOUT

Employees must have irrevocably designated the amount of PTO to be cashed out on or before December 1 of the prior year on a form provided by the Authority. Please refer to your MOU for eligible cash out amounts and requirements.

When an employee exceeds the maximum accrual limit, a PTO payment equal to forty (40) hours at their then current hourly base rate will be included in the next regular paycheck. Please refer to your MOU for accrual limits.

### FLEX LEAVE PAYOUT

In accordance with the current MOUs, non-management employees receive 60 hours of flex leave annually (pro-rated for new employees). Employees can use these hours to take time off or may cash out all or part of the balance.

Any employee who has a remaining balance as of the final pay date of any calendar year will receive payment of the remaining hours at their then current hourly base rate.

### MANAGEMENT LEAVE PAYOUT

In accordance with the current MOU, management employees receive 60 hours of management leave annually (pro-rated for new employees). Employees can use these hours to take time off or may cash out all or part of the balance.

Any employee who has a remaining balance as of the final pay date of any calendar year will receive payment of the remaining hours at their then current hourly base rate.

### SIGNATURES

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPARTMENT MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

FINANCE MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

GENERAL MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_