



## 2016 TRANSITION ASSISTANCE VACATION CASH OUT PROGRAM APPLICATION FORM

Name:

Payroll Title:

Employee ID#:

Work phone number:

The 2016 Transition Assistance Vacation Cash Out Program offers eligible academic personnel who are transitioning from a monthly to a biweekly pay cycle an option to assist them in meeting their financial obligations during the transition period. Affected eligible academic personnel may apply for a vacation accrual cash out payment. Completed and signed applications should be submitted to [UCRpayroll@ucr.edu](mailto:UCRpayroll@ucr.edu).

**➔ Deadline for submittal: November 10, 2016 ➔**

### Vacation Accrual Cash Out

**A maximum of 80 hours may be cashed out**

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 vacation hours I have authorized for cash out.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### The following information is to be completed by Payroll:

Eligibility to participate verified by:

Approved by:

Fund Source: