# VACATION CASH OUT ELECTION & PAYMENT REQUEST FORM CY 2021-2022

## EMPLOYEE INFORMATION

Name: Click or tap here to enter text.

**VACATION HOURS CASH OUT ELECTION REQUEST**

**(Employees must declare their intent to cash out vacation time during the election period. Elections are required to be made December 1- December 31st of each year. (No additional hours will be approved in the following year without an emergency exception approved by management.)**

Number of Hours **Electing** to Cash Out in the following year (Hours). Limited to Maximum Annual Accrual.

\*\*When you would like to request a vacation cash out payment, complete the section below with the HR/Payroll Department.

## VACATION CASH OUT PAYMENT REQUEST

Number of Accrued Vacation Hours to Cash Out (Hours)

Requested Pay Date (refer to the attached bi-weekly payroll schedule): Date

Number of Accrued Vacation Hours to Cash Out (Hours)

Requested Pay Date (refer to the attached bi-weekly payroll schedule): Date

Number of Accrued Vacation Hours to Cash Out (Hours)

Requested Pay Date (refer to the attached bi-weekly payroll schedule): Date

**CERTIFICATION**

This form serves as my formal request to have the specified vacation hours paid out on Click or tap to enter a date. . I understand that my vacation balance will be decreased by the number of hours I have requested for payment and those hours will no longer be available for use as of the approval date by HR. I understand that this payment is subject to standard payroll deductions and is tax reportable.

Employee Signature Date

FOR ADMINISTRATIVE USE ONLY

Date Current Annual Vacation Hour Balance Annual Vacation Hour Balance After Payment:

Date Current Annual Vacation Hour Balance Annual Vacation Hour Balance After Payment:

Supervisor **AND** Chief Operations Officer OR Co-Executive Director  APPROVED  DENIED

Employee has been approved and processed for payment by HR/Payroll:Click or tap here to enter text.

Signature Date

**Paid Vacation Time Cash Out Policy**

**Purpose**ARIS Solutions, Inc. (ARIS) recognizes that employees have diverse needs for time off from work and, as such, ARIS has established this vacation cash out policy. Employees are accountable and responsible for managing their own paid vacation hours to allow for adequate reserves if there is a need to cover qualified leaves of absence from work.

**Procedure**

***Cash Out***Once you have accrued more than two weeks’ vacation time, you may request to cash out accrued leave under the following conditions. The election period will be December 1 – 31st each year where employees can declare their intent to cash out accumulated earned vacation time from the following year’s accrued maximum. For example, elections made by December 31, 2021 shall be applied to hours accrued in 2022. You will need to maintain a balance of one weeks’ accrued vacation time. The maximum cash-out is limited to maximum annual accruals. These days will be paid out at your regular compensation rate for the time requested. The maximum election allowed for cash-out is normally 120 hours.

All requests for cash out must be approved by Supervisor and Chief Operations Officer. Any emergency exceptions to the above procedures must be approved by the Chief Operations Officer or the Co-Executive Directors.

Requests must be submitted on the ***Vacation Cash Out Request Form*** and submitted to your supervisor, only valid for the next fiscal year. The same cash out payment opportunity will be granted each year for the next fiscal year so long as the eligibility criteria are met, and this policy remains in effect.

All Request Forms must be submitted to **payroll department during the election period of 12/1-12/31**. Late requests will not be honored unless there is an emergency with management approval.

When you are ready to request a cash payout, please contact Angie Rowe, Payroll Supervisor.

# BI-WEEKLY PAYROLL SCHEDULE

|  |  |  |  |
| --- | --- | --- | --- |
| **START**  **DATE** | **END DATE** | **CHECK**  **DATE** |  |
| 12/18/2020 | 12/31/2020 | 1/6/2021 | 1 |
| 1/1/2021 | 1/14/2021 | 1/20/2021 | 2 |
| 1/15/2021 | 1/28/2021 | 2/3/2021 | 3 |
| 1/29/2021 | 2/11/2021 | 2/17/2021 | 4 |
| 2/12/2021 | 2/25/2021 | 3/3/2021 | 5 |
| 2/26/2021 | 3/11/2021 | 3/17/2021 | 6 |
| 3/12/2021 | 3/25/2021 | 3/31/2021 | 7 |
| 3/26/2021 | 4/8/2021 | 4/14/2021 | 8 |
| 4/9/2021 | 4/22/2021 | 4/28/2021 | 9 |
| 4/23/2021 | 5/6/2021 | 5/12/2021 | 10 |
| 5/7/2021 | 5/20/2021 | 5/26/2021 | 11 |
| 5/21/2021 | 6/3/2021 | 6/9/2021 | 12 |
| 6/4/2021 | 6/17/2021 | 6/23/2021 | 13 |
| 6/18/2021 | 7/1/2021 | 7/7/2021 | 14 |
| 7/2/2021 | 7/15/2021 | 7/21/2021 | 15 |
| 7/16/2021 | 7/29/2021 | 8/4/2021 | 16 |
| 7/30/2021 | 8/12/2021 | 8/18/2021 | 17 |
| 8/13/2021 | 8/26/2021 | 9/1/2021 | 18 |
| 8/27/2021 | 9/9/2021 | 9/15/2021 | 19 |
| 9/10/2021 | 9/23/2021 | 9/29/2021 | 20 |
| 9/24/2021 | 10/7/2021 | 10/13/2021 | 21 |
| 10/8/2021 | 10/21/2021 | 10/27/2021 | 22 |
| 10/22/2021 | 11/4/2021 | 11/10/2021 | 23 |
| 11/5/2021 | 11/18/2021 | 11/24/2021 | 24 |
| 11/19/2021 | 12/2/2021 | 12/8/2021 | 25 |
| 12/3/2021 | 12/16/2021 | 12/22/2021 | 26 |
| 12/17/2021 | 12/30/2021 | 1/5/2022 | 27 |