



BIWEEKLY PAY 2016

Transition Assistance Program

Accrued Vacation Cash-out Option for Academic Employees

Application due November 8, 2016

The UCSC Biweekly Pay 2016 Transition Assistance Vacation Cash-out Option offers eligible employees who are transitioning from a monthly to a biweekly pay cycle the option to receive an **Accrued Vacation Cash-out** to assist in meeting financial obligations during the transition period. A maximum of 80 hours of accrued vacation may be requested. All applications are subject to review for eligibility criteria. You will be notified if your application for cash out is accepted or denied. Incomplete and/or unsigned applications will be denied.

Name:	_____	Employee ID#:	_____
Department:	_____	Payroll Title:	_____
Mailstop:	_____	Work Phone:	_____
Home Address:	_____	Home Phone:	_____
City, State, Zip Code:	_____	Employee Email:	_____
Supervisor Name:	_____	Supervisor Email:	_____

Accrued Vacation Cash-out Request

Accrued Vacation Cash-out requests are due to your Academic Payroll Coordinator by end of day **November 8, 2016** to receive pay by December 1, 2016.

NOTE: There must be sufficient accrued vacation available to cover the requested cash-out amount.

- Accrued vacation (total not to exceed 80 hours) to be paid on December 1, 2016:
 - Number of vacation hours to cash out: _____

Submission of this form serves as my formal request to have the specified vacation hours paid out. I understand that the amount of vacation I elect to cash-out will be immediately deducted from my accruals and no longer will be available for use.

Employee Signature: _____ Date: _____

Additional Information Regarding the Transition Assistance Program can be found at biweeklypay.ucsc.edu

Eligibility Verification–To be completed by Internal Office Only

Eligibility Criteria

Any nonexempt employee who is converting from monthly to biweekly pay and who meets the following criteria:

- Transitioning to biweekly pay effective November 20, 2016
- Employee has existing accrued vacation equal to or greater than requested amount as of November 8, 2016

Employees electing transition assistance whose University appointment or status changes prior to cash out will be handled on a case-by-case basis.

Eligibility to participate verified by:

Academic Payroll Coordinator (sign name): _____ Date: _____

Records Disposition:

- Verified forms are given to the Academic Payroll Coordinator for Processing.
- Office of Record: Divisional Office
- Retention Schedule: 5 years