

**FONTANA UNIFIED SCHOOL DISTRICT  
PAYROLL DEPARTMENT  
Classified Contract Vacation Cash-Out Request Form  
for  
United Steelworkers Bargaining Unit Members**

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Position/s \_\_\_\_\_ Hours/Day \_\_\_\_\_ School Year \_\_\_\_\_

Pursuant to the Vacation Cash-Out section of *Article 30-Vacation Leave* contained in the Collective Bargaining Agreement between Fontana Unified School District (FUSD) and the United Steelworkers (USW), which states:

**Based on their annual accrual, Classified Bargaining Unit members may elect to “cash-out” up to five (5) days of unused, accrued vacation to be paid in the form of salary at the unit members’ regular rate of pay. Vacation allowance that is designated as or scheduled to be used for mandatory vacation days shall not be cashed out. Requests for salary in lieu of unused, accrued vacation shall be submitted by the Classified Bargaining Unit member to the Payroll Department no earlier than June 1 and no later than June 30.**

I hereby request \_\_\_\_\_ days (up to 5 days) of salary in lieu of unused, accrued (earned) vacation.

I understand the following:

- My receipt of salary in lieu of unused, accrued (earned) vacation for the number of days selected above (up to 5) will reduce my vacation balance by the same number of days, converted to hours;
- A new completed and signed Vacation Cash-Out Request Form is required for each school year that a vacation cash-out is requested; and
- In order to be processed, this form must be received by the Payroll Department no earlier than June 1<sup>st</sup> and no later than June 30<sup>th</sup>.

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

\_\_\_\_\_  
Date

*Please keep a copy of this form for your records.*