

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

Name: _____

Social Security #: XXX-XX-_____

Position/s: _____

Hours p/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 seven (7) 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.

No late forms will be accepted after the deadline of June 30 @ 4:30 p.m..

I hereby request _____ **days** (up to 7 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 7) 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
- To be processed, this form must be received by the Payroll Department no earlier than June 1st and no later than June 30th.

Employee Signature

Date

Please keep a copy of this form for your records.