

Vacation Payout Request

Article 9.6.2 of the MPCCD/MPCEA Contract allows an employee to request a payout of “a total sum equal to the [employee’s] accrued vacation up to the maximum accrual” if the employee can demonstrate that they have been prevented by their supervisor from using all or part of their vacation.

The member must be able to demonstrate that they have been prevented by their supervisor from taking vacation.

Employee’s Name:	Department:
I am requesting a payout for _____ hours of my accrued vacation.	
Employee’s Signature: _____	
Supervisor’s Name:	
Supervisor’s Signature: _____	
Does the supervisor agree that the employee has been prevented from using all or part of their vacation?	Yes ___ No ___
<p><i>If the supervisor does not agree that the employee has been prevented from using all or part of their vacation, the supervisor must provide a written statement that contains evidence that the employee was not prevented from using all or part of their accrued vacation.</i></p> <p><i>If the supervisor does not agree that the employee has been prevented from using all or part of their accrued vacation, the employee will have the opportunity to respond to the statement provided by the supervisor.</i></p> <p><i>Human Resources (HR) will review both statements and make a determination as to whether the employee should receive the payout. After reviewing the statements, HR will inform the employee, the supervisor, and the Union of its determination.</i></p>	

Payroll Analyst (Name):	# Hours Accrued: _____
Budget String: _____	

CHRO Approval:
_____ (Signature)