

Employee Annual Leave Cash Out Request Form



For the 2018 calendar year employees are eligible to elect a lump sum annual leave cash out at the employee's rate of pay, provided the individual has a sufficient accrued annual leave balance.

1. Window of election and pay out:
 - a. January 1, 2018 – March 31, 2018
 - b. April 1, 2018 – June 30, 2018
 - c. July 1, 2018 – September 30, 2018
 - d. October 1, 2018 – December 31, 2018
2. Hours eligible: Annual leave hours in excess of 40
3. Employees are only able to cash out annual leave one time during the election period.

My signature below indicates that I understand and agree to the following:

1. Cash out payment is subject to applicable payroll taxes.
2. I can only request one annual leave cash out per election period.
3. I will receive this pay on the next normally scheduled paycheck, provided the form is submitted at least 72 hours prior to the scheduled payroll distribution.

PRINTED NAME	HOURS TO BE CASHED OUT ▶	
DATE	SIGNATURE OF EMPLOYEE	
DATE	SIGNATURE OF MANAGER OR SUPERVISOR OF EMPLOYEE	

Please return to:

Finance Window: 1st Floor, Administration Bldg.
 6406 Marine Drive, Tulalip, WA 98271
 Email: payroll@tulaliptribes-nsn.gov
 Fax: 360-716-0231

PAYROLL USE ONLY	
LEAVE BALANCE VERIFIED	
HOURS CASHED OUT	