



Request to Cash Out Annual Leave

Employee

Employee Requesting Cash Out: _____

Department: _____

Employee's Annual Leave Balance Prior to Cash Out as Confirmed by Finance: _____

Annual Leave to Be Cashed Out: _____ Hours

Opt out of contributing to your 401K for this cash out

Employee Signature

Date

Employees may now cash out their annual leave at any point in the year. Cash outs will be available via direct deposit on Friday. Cash out forms must be delivered to the Cashier's window by noon on Wednesday of the week the employee is cashing out. **Per the Employee Handbook, Tulalip requires that an employee leave one week of annual leave in their personal leave balance when cashing out annual leave.**

Administration

Manager or Supervisor of Employee Requesting Cash Out

Date

Finance

The hours requested will be paid at employee's rate of pay at time of request (net of all applicable payroll taxes).

Warrant Number: _____

Check Date: _____

Payroll Coordinator Signature

Process Date: _____