VACATION PAYOUT REQUEST FORM

This vacation payout request form must be completed and submitted by any employee who wishes to take their paid vacation balance out as a lump sum amount through payroll.   
  
All vacation payout requests must be submitted to the requesting employee's supervisor for evaluation and approval. Approved vacation payouts will be paid as a lump sum amount on the employees next scheduled payday, and no later than [Insert When: Ex: within one month of the employees approved request date].   
  
Please note: Only vacation amounts that have been earned but not used during the employees employment will be eligible for the payout process. Employee’s may check how much their vacation balance is by [Insert Method of checking how much vacation time is eligible to be paid out].   
  
  
**To be filled out by Employee:**

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Printed Name) (Employee Signature)

Name of Immediate Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of Vacation Time Requested To Be Paid Out: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (Insert Amount of Vacation Days Eligible for Payout)  
  
Date Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
  
**To be filed out by Employer/Manager:**Approved: Yes\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Supervisor signature) (Printed name)

Date Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Payout Date Confirmed by Payroll (Ex. Next Payday): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total vacation days accrued: \_\_\_\_\_\_\_\_\_\_\_ Vacation days to be paid out: \_\_\_\_\_\_\_\_\_\_\_\_  
  
Total amount to be paid out: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vacation days remaining (if any): \_\_\_\_\_\_\_\_\_\_\_