

**APPLICATION FOR PAID TIME OFF - CASH OUT**

**With my signature below I certify that I**

- have not cashed out a portion of accrued paid time off during this payroll year.
- have used a minimum of 80 hours paid time off and/or comp time this previous year
- am making my request prior to November 30 of this payroll year.
- the hours I am requesting will still leave a minimum balance of 80 hours of paid time off.
- recognize that this is taxable income unless it is deferred in accordance with deferred compensation regulations.

**I am requesting to cash out \_\_\_\_\_ hours of paid time off and understand that I will not be able to cash out again in this payroll year.** I further understand that a maximum of 160 hours can be paid out and paid time off accruals over 500 hours will be lost.

\_\_\_\_\_  
*Employee signature*

\_\_\_\_\_  
*Date*

**RETURN TO AUDITOR/TREASURER DEPARTMENT FOR PROCESSING**

For Office Use Only: