

**UNIVERSITY OF CALIFORNIA SAN DIEGO
2019 TRANSITION ASSISTANCE VACATION CASH-OUT PROGRAM
SAMPLE APPLICATION FORM**

Name: _____ Employee ID#: _____

Payroll Title: _____

Location: _____ Work number: _____

The UC San Diego 2019 Transition Assistance Vacation Cash-Out Program offers eligible employees who are transitioning from a monthly to a biweekly pay cycle an option to assist them in meeting their financial obligations during the transition period. Affected eligible employees may apply for a vacation accrual cash out payment. Completed and signed applications should be submitted to UCSD Payroll.

**Deadline for submittal:
December 18, 2019 for payment by January 8, 2020
January 9, 2020 for payment by January 22, 2020**

Vacation Accrual Cash-Out

A maximum of 80 hours may be cashed out.

I, _____ authorize a cash out of _____ hours from my existing vacation accrual balance. I understand that my vacation accrual balance will be reduced by the number of hours I have authorized.

Signature

Date

The following information is to be completed by Payroll/Service Center/Academic Personnel Office:

Eligibility to participate verified by: _____

Approved by: _____

Fund Source: _____