



**Creating Opportunities. Enriching Lives.**

## PTO or VESTED EIB CASH OUT REQUEST

*To Submit, please create a file out of the completed form and upload it into the Employee's Documents in UKG: Menu > My Team > look up EE > Documents > EE Documents > click Add > choose the file > Select PTO/EIB Cash Out as the Category > Save and Submit to Payroll as the Approver.*

Choose one: PTO Cash Out      Vested-EIB Cash Out

Employee Name \_\_\_\_\_ Employee ID \_\_\_\_\_

Program \_\_\_\_\_ Department Number \_\_\_\_\_

\*\* If not home department, grant or department to charge \_\_\_\_\_

Choose preference: Pick up at Corporate      Mail to home      Direct Deposit on payday

Please pay me for \_\_\_\_\_ hours of PTO/EIB per the PTO/EIB Cash Out policy in the employee handbook, pages 27,30.

Is Sabbatical during the current Fiscal Year = 8/1 - 7/31: Yes      No      (Limit 80 hrs of PTO during Sabbatical FY)

Date of last PTO/EIB Cash Out: \_\_\_\_\_

PTO/EIB beginning balance: \_\_\_\_\_

PTO/EIB amount requested: \_\_\_\_\_ (Maximum of 40 hours, unless Sabbatical FY for PTO)

PTO/EIB balance after cash-out: \_\_\_\_\_ (Minimum of 80 PTO hours)

Supervisor Signature and Date \_\_\_\_\_

Employee Signature and Date \_\_\_\_\_