



738 NE DAVIS ST.
PORTLAND, OREGON 97232

REQUEST FOR PTO CASH-OUT

TO: Janus Youth Programs Human Resources Department

FR: _____
Print clearly Name of Employee Requesting Cash-out

DATE: _____

I request a cash-out of _____ hours of accumulated vacation or PTO (whichever is applicable). I understand that:

- To be eligible to cash out accrued paid-time off hours, I must have an accrued minimum of 80 hours of PTO leave (pro-rated if less than full-time).
The maximum amount of hours that I can cash out is limited to (a) the amount of PTO hours I have actually taken within the twelve (12) month period immediately preceding the request for cash out; (b) the maximum carry-over hours allowed from year to year (see Section XVI (C) (1) (c)); and (c) no more than an amount that would leave me with a remaining 40 hours of PTO time to use. Once a specific PTO leave period has been used for a cash-out calculation, it may not be used again for determining my eligibility for a future cash out calculation.
Requests for cash-out of Vacation or PTO hours will normally be processed with the regular payroll; however, requests for cash-out of Vacation or PTO hours will not be processed during the month of June or during the last two weeks of December.
Compensation received due to cash-out of PTO hours is not eligible compensation as defined in the agency's 401(k) plan and is excluded in calculating any employer contributions.

Employee Signature _____ Date: _____

Please check one:

- [] Live check [] Run with Next payroll

[] APPROVED
Received by Human Resources: _____
(date)
Human Resources Dept. Representative Signature _____ Date _____

[] DENIED
Reason for denial: _____
Human Resources Dept. Representative _____ Date _____