



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 PTO. I will receive the funds with the next scheduled payroll (unless there is already an off-cycle payroll being run or it is part of the end of the fiscal year PTO cashout for unused PTO over the roll-over amount).

I understand that:

- ◆ All regular cashouts will be run with payroll. If a live check is needed then I will complete an emergency cashout form.
- ◆ 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 PTO hours will normally be processed with the regular payroll; however, requests for cash-out of 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: _____

<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
_____	_____
Program/Department Director's Signature	Date
_____	_____
Human Resources Dept. Director's Signature	Date
_____	_____
Executive Director Signature	Date
Reason for Declination: _____	

Payroll:
<input type="checkbox"/> Hours added to Timesheet for payroll on _____