



**BAINBRIDGE
ISLAND**

SCHOOL DISTRICT No. 303

STRONG MINDS, STRONG HEARTS, STRONG COMMUNITY

REQUEST FOR COMPENSATION FOR UNUSED VACATION HOURS

I, _____, in accordance with the BIESPA Collective Bargaining Agreement, Article 4.2.3, request compensation for _____ unused vacation hours currently on the books. I will be unable to use these hours prior to fiscal year end and do not wish to have these hours carryover to the next fiscal year.

I understand that to be eligible for this cash out:

- I must have greater than twenty-five (25) days of unused vacation available.
- No more than thirty (30) days may be cashed out over two (2) school years.

Employee Signature

Payroll Officer Signature

Date of Request

Date Received