



**BAINBRIDGE  
ISLAND**

SCHOOL DISTRICT No. 303

STRONG MINDS, STRONG HEARTS, STRONG COMMUNITY

REQUEST FOR COMPENSATION FOR UNUSED VACATION HOURS

**DISTRICT OFFICE ADMINISTRATORS**

I, \_\_\_\_\_, request compensation for \_\_\_\_\_ unused vacation days currently on the books. I will be unable to use the time prior to fiscal year end and do not wish to have these hours carryover to the next fiscal year.

I understand that I may cash out up to five (5) days of leave.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Payroll Officer Signature

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Date Received