

WRIGHT STATE UNIVERSITY
HUMAN RESOURCES

FLSA Transition from Unclassified Salary to Unclassified Hourly

SPECIAL REQUEST TO RECEIVE AN EARLY VACATION PAYOUT

This request form must be completed and received in Human Resources by **October 31, 2016**.

Address: WSU Human Resources
Building 2455, Suite 221
3640 Colonel Glenn Hwy.
Dayton, OH 45435

Employee Name: _____ UID: _____

Employee Department: _____

Available Options (Select ONE of the following):

Note: Request for early payout of vacation will be paid on the December 9, 2016 biweekly paycheck.
Vacation payouts do not qualify for OPERS earnings.

- | | | |
|------------------------|------------------------|------------------------|
| ____ 1 day / 8 hours | ____ 4 days / 32 hours | ____ 7 days / 56 hours |
| ____ 2 days / 16 hours | ____ 5 days / 40 hours | ____ 8 days / 64 hours |
| ____ 3 days / 24 hours | ____ 6 days / 48 hours | |

I understand that my decision is final once submitted to Human Resources, and is subject to all requirements of federal and state laws, including taxes, retirement limits, etc. My vacation balance will be reduced based on my selection selected above.

Signature: _____ Date: _____

Manager Acknowledgement: _____ Date: _____

To be completed by Human Resources:

Date Entered: _____ Processed by: _____