

CASH IN LIEU OF VACATION LEAVE HOURS ELECTION/WAIVER FORM

*Return completed form to: Central Payroll, Interoffice Mail Floor #987 or reference the FAQ
for alternative methods of submitting the form*

Personnel no. (PERNR)	EMPLOYEE NAME	CALENDAR YEAR

SECTION A: ELECTION TO RECEIVE CASH IN LIEU OF VACATION LEAVE HOURS

<p>To be eligible to receive cash in lieu of vacation leave hours, an employee must first submit this irrevocable written election by December 31st in the calendar year prior to the calendar year in which the employee wishes to redeem vacation leave hours for cash. Employees who are eligible for cash in lieu of vacation leave hours and do not make an affirmative election by the end of the preceding calendar year shall be deemed to have irrevocably elected not to redeem leave hours for pay in the subsequent calendar year.</p>	
<p>I <u>Elect</u> Cash in Lieu of Vacation Leave Hours</p>	<p>I <u>elect</u> to receive cash in lieu of vacation leave hours for the calendar year specified above. By doing so, I may receive additional, taxable compensation (cash in lieu). This amount, if any, will be determined based on qualifying factors as stipulated under the applicable CBA, MOA or MOU agreement.</p> <p>The number of hours I am electing to receive as cash in lieu of vacation leave hours during the specified calendar year: _____</p> <p style="text-align: right;">Enter the number of elected hours.</p>
<p>I <u>Waive</u> Cash in Lieu of Vacation Leave Hours</p>	<p>I <u>waive</u> my right to receive cash in lieu of vacation leave hours for the calendar year specified above. By doing so, I understand this election is irrevocable for the specified calendar year.</p>
<p>After a qualified election is made, employees may request to receive cash in lieu of vacation leave hours once during the calendar year for which an election was made by submitting a "REQUEST FOR PAYMENT OF CASH IN LIEU OF VACATION LEAVE HOURS" form, but only after the hours have been accrued during the taxable calendar year in which the cash out will occur. Hours requested that remain uncashed by December 1st of the calendar year period will be automatically paid out to the employee by Central Payroll prior to the end of calendar year specified above. Central Payroll reserves the right to determine final calendar year end payment dates.</p> <p>The Cash in Lieu of Vacation Leave Hours Election/Waiver Form may be submitted as follows:</p> <ol style="list-style-type: none"> 1) Email the completed form to Inbox, BHR Central Payroll InboxBHRCentralPayroll@portlandoregon.gov. Ensure that the document is in either PDF or JPEG format. 2) Hand delivered to 9th Floor reception desk with note to route to Central Payroll staff. 3) Inter-Office mail: Floor 987 	

4) US Postal Service (USPS) mail: Central Payroll, Attn: Payroll Services, Portland Building 1120 SW 5th Ave, Room 987, Portland, OR 97204-1912. Central Payroll will confirm receipt of the form with the employee's Bureau OBPA (payroll staff).

EMPLOYEE SIGNATURE

DATE

CONTACT NUMBER

FOR CENTRAL PAYROLL USE ONLY

RECEIVED DATE & TIME

Approved

Disqualified *Reason: