

ANNUAL LEAVE CASH-IN REQUEST



Date: _____ Employee: _____ Employee #: _____ Dept. #: _____

An employee may request to cash-in up to a cumulative total of 120 hours of earned annual leave per calendar year, with a maximum of four (4) cash-ins per year. Each request must leave a balance of at least 40 hours. Note: the Tribe encourages its employees to actually use annual leave to avoid potential job burnout.

This form should be forwarded to the Payroll Department by 10:00 a.m. on Mondays to guarantee inclusion with the upcoming Thursday payroll.

Requested # of hours for payment: _____

Check Direct Deposit

Employee Signature Date Manager/Director* Date
(of primary Budget charged)

* Note: these are unbudgeted expenditures, so approval should be given keeping in mind the status of the budget(s) being charged. This cash-in will be charged to the same funds as the employee's current labor distributing percentage(s).

FOR PAYROLL DEPARTMENT USE ONLY:

BEGINNING BALANCE	CASH-IN HOURS	NEW BALANCE	GROSS PAYROLL AMOUNT