



# 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\*

(of primary Budget charged)

\_\_\_\_\_  
Date

\* 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