**Transition Assistance Vacation Cash-Out Form**

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| **UC Berkeley****Transition Assistance Vacation Cash-out Program****Application Period: November 04, 2016 – November 15, 2016** | **Due:   Must be received by 5:00 p.m. on November 15, 2016****Where to send:** Signed applications should be sent via  email to btap@berkeley.edu,  faxed to (510) 642-2888, or dropped-off at location: Central HR, University Hall 2199 Addison St, Suite 192, Ph: (510) 664-9000, Option 3  |
| Employee ID: | Name :(as listed in Payroll System) |
| Home Address:  |
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| Phone:            (Home) | (Cell) |
| Email: | Payroll Title: |
| Department:                                                               |

**All fields are required**

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| **Applications are subject to review for eligibility criteria and will be approved or denied via email notification.** |
|  **Option** | **Accrued Vacation Cashout**Request to cash-out accrued vacation not to exceed 80 hours total. |  |
| **Eligibility** | Restricted to exempt employees that have been identified and notified by Central Human Resources that they are transitioning to a non-exempt position and a biweekly pay schedule. Employee must also meet the following criteria:* Employees must be on “Active” status
* Hired as of 10/01/16
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| **Terms****&** **Conditions** | Cash-outs of accrued vacation will be paid via the employee’s regular disbursement method (i.e. check or direct deposit) on December 1, 2016.The total amount of accrued vacation hours requested for cash-out cannot exceed 80 hours. There must be sufficient accrued vacation available to cover the requested vacation hour cash out. Only the number of accrued vacation hours an employee has on record in the payroll system is eligible for cash out (not to exceed 80 hours). In the event an employee requests a cash-out for more hours than are available at the time of payout, the employee will receive a payment of only the number of accrued hours on record.  Payment will be subject to the employee’s regular tax withholdings set up at time of payment. Verify vacation accrual balance: 1. Go to [caltime.berkeley.edu](http://caltime.berkeley.edu/)
2. select “Access” then “Access online”
3. select “My Reports”
4. select “My Accrual Balances and Projections”, insert date
5. select “View Report”
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| **Approval** | **I declare under penalty of perjury that I have read and agree to the following vacation cash-out terms:**I authorize the University of California to cash-out \_\_\_\_\_\_\_\_ of my accrued vacation hours to be paid out by my regular method of earnings distribution. I understand that the amount I elect to cash out will be immediately deducted from my vacation accruals at time of payment and will not be available for use any longer. I understand that my election for accrued vacation cash-out is irrevocable. The payout of the vacation hours is contingent on my eligibility and transition to a non-exempt position effective November 20, 2016.  Payment is final and employees will not be permitted to buy back vacation hours at a later date if he or she determines he or she no longer needs the transition assistance.  The vacation payout will be paid on December 1, 2016.Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |