



Annual Leave Cash-in Request For Non-Union Employees

Employee ID	Work Phone
Last Name	First Name MI

Annual Leave Cash-In Guidelines for Non-Union Employees

The Annual Leave Cash-In program allows eligible employees to cash-in up to 40 hours of their annual leave one time per fiscal year at any time, except the pay period that crosses the fiscal year (contains June 30).

Who is eligible? Regular or term-funded employees, salary grade 79 or below, in a non-union, annual leave eligible position may participate in the cash-in program. This includes employee classes of NR and XR (Local 6070 members should refer to the guidelines for Local 6070 employees). The employee's job must be in active pay status (i.e., not in off-contract status or LWOP status) in the requested pay period.

How much Annual Leave can I request and how often can I request it? Eligible employees may request to cash-in up to 40 hours of their annual leave once per fiscal year. The only pay period not available for cash-in is the pay period that includes June 30. An employee must have a minimum of 40 hours annual leave remaining after the cash-in hours are deducted. The prior payroll period's leave balance will be used to determine the minimum 40 hour requirement and the maximum hours available for cash-in.

How do I request to cash-in my Annual Leave? Complete the hours requested section below, and sign and date the form. Submit the completed form directly to your regional Human Resources office no later than 5 p.m. Friday, the last day of the pay period (pay day Friday). Your cashed-in leave should be included in your pay on the next regularly scheduled pay day (usually within two weeks). Annual leave cash-in requests cannot be submitted via your web time sheet or a paper time sheet.

I authorize the University of Alaska to cash-in the annual leave hours I have requested below. I have read the guidelines and understand the following parameters of the program:

- I can cash-in up to 40 hours annual leave, and must have a remaining balance of 40 hours after the cashed-in hours are deducted; I can request cash-in once per fiscal year.
- I will not accrue additional leave on the cashed-in hours.
- Cashed-in leave is not eligible for PERS, TRS, ORP or UA Pension benefits.
- The cash-in request will be processed in regular payroll runs only (no adjustment runs).
- Requests for annual leave cash-in cannot be submitted for a payroll period that has already been processed, a payroll adjustment run, or the pay period in which June 30 falls (typically payroll run 14).
- Cash-in hours that have already been processed and paid cannot be revoked unless it is determined that I am ineligible for leave cash-in (employees in an EX, FR, XX, or NX class, or employees in an NR or XR class at a salary grade 80 or higher are ineligible).

I request _____ hours of my annual leave accrual to be cashed-in and paid to me on the next available payroll run. I understand that by signing this form, I am certifying that I am eligible.

Employee Signature: _____ Date: _____

HR Office Use Only:

Annual Leave balance available:		Balance as of prior pay period
Hours cashed-in:	-	No more than 40 hours
Balance after cash-in:		If less than 40, request must be denied.

Has employee already requested leave cash-in this fiscal year [PEIJTOT] or in salary grade 80 or higher [PEIESUM]?
(circle one): Yes / No (if yes to either, request must be denied)

Request Approved: _____ Paid on PP# _____ Processed by: _____

Request Denied: _____ Employee Notified: _____