



Faculty Time Off (FTO) Cash-in Request For UNAC Employees

Employee ID	TKL	Work Phone
Last Name	First Name	MI

Faculty Time Off Cash-In Guidelines for UNAC Members

The Faculty Time Off Cash-In program allows eligible employees to cash-in up to 40 hours of their Faculty Time Off one time per fiscal year. **See FAQ on Labor Relations website for more details.**

Who is eligible? UNAC members in an active pay status during the requested pay period and who have utilized and reported at least five days of FTO (40 hours or its pro-rated equivalent for less than full-time UNAC members). FTO used during the three days of mandatory closure count toward this five day utilization requirement.

How much Faculty Time Off can I request and how often can I request it? Eligible employees may cash in up to five days (40 hours or its pro-rated equivalent for less than full-time UNAC members) of unused Faculty Time Off during each fiscal year. (United Academics AAUP/AFT CBA Article 16.5). Cash-in requests may not be submitted for the pay period that includes June 30.

How do I request to cash-in my Faculty Time Off? Complete the hours requested section below. 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). Faculty Time Off 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 Faculty Time Off hours I have requested below. I have read the guidelines and understand the following parameters of the program:

- I must have utilized and reported the required 40 hours (or pro-rated) FTO in accordance with the FAQ.
- Cash in forms may only be submitted once per fiscal year.
- I can cash-in up to 40 hours Faculty Time Off or pro-rated equivalent.
- I will not accrue additional leave on the cashed-in hours.
- Cashed-in leave is not eligible for TRS, ORP, or UA Pension benefits.
- The cash-in request will be processed in regular payroll runs only (no adjustment runs).
- Requests for Faculty Time Off cash-in cannot be submitted for a payroll period that has already been processed or a payroll adjustment run.

I request _____ hours of my Faculty Time Off 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:

Faculty Time Off balance available:		Balance as of prior pay period
Hours cashed-in:	-	No more than 40 hours
Balance after cash-in:		If less than 0, request must be denied.

Has employee used required amount of leave this fiscal year?

(circle one): Yes / No (if no, request must be denied)

Has employee already requested leave cash-in this fiscal year [PEIJTOT] ?

(circle one): Yes / No (if yes, request must be denied)

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

Request Denied: _____ Employee Notified: _____