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*Many Traditions One Alaska*

Date: March 29, 2022  
To: University of Alaska Employees  
From: David Bishko, Acting Chief Human Resources Officer  
Re: FY22 Supplemental Annual Leave Cash-In

In recognition of the expanded work loads and work responsibilities that many of our employees have experienced during the COVID-19 pandemic, President Pat Pitney has granted a one-time expansion of the Annual Leave Cash-In program as was suggested by staff governance. As a result, all non-represented, benefit eligible employees with an annual leave balance of 160 hours or more can cash-in an additional 40 hours this fiscal year.

To request the supplemental annual leave cash-in, complete and submit the [FY22 Supplemental Annual Leave Cash-in Request Form](#) prior to 5pm, Friday, June 17, 2022. Any forms received on the Friday prior to the end of the pay period will typically be paid on the next payroll check.

When completing the request, you must attest that you have an annual leave balance of at least 160 hours. To view your current annual leave balance, log-in to [UAOnline](#), select "Employee Services", and then "Time Off Current Balances and History". Your annual leave hours are listed as "Vacation Leave." The current number of hours is listed under the "Available Balance as of ...." column.

You may be eligible to use the Annual Leave Cash-in program, which has different eligibility requirements. For more details regarding annual leave cash-in eligibility requirements and how to make the requests for either cash-in programs, please visit the [Employee Transition and Benefits site](#).

If you have any questions, please [contact UA HR \(ua-hr@alaska.edu\)](#).