



**BAINBRIDGE
ISLAND**

SCHOOL DISTRICT No. 303

STRONG MINDS, STRONG HEARTS, STRONG COMMUNITY

REQUEST FOR COMPENSATION FOR UNUSED VACATION HOURS

BUILDING ADMINISTRATORS

I, _____, request compensation for _____ unused vacation days currently on the books. I will be unable to use the time prior to fiscal year end and do not wish to have the hours carryover to the next fiscal year.

I understand that:

- I must have more than 30 days accrued in order to cash out.
- I may cash out up to five (5) days of leave.

Employee Signature

Payroll Officer Signature

Date of Request

Date Received