

**WASHTENAW COMMUNITY COLLEGE
Independent Staff
Pilot Vacation Payout Program
Request Form**

Independent staff may request a pay out of up to 160 hours of "Use it or Lose it" vacation time. The vacation payout will be issued as a lump sum payment on the last paycheck of the fiscal year (end of June).

- Vacation time (Use it or Lose it ONLY) will be paid out in 40 hour increments
- Employee must have available the amount of hours in "Use it or Lose it" balance requested for payout, at time of request
- Payout will be based on the employee's wage rate for the year in which the vacation time will be paid out
- Vacation payout is exempt from college and employee contributions to the MPSERS Pension Plan and the Optional Retirement Plan (ORP)
- "Use it or Lose it" Vacation balances can be viewed on:
MyWCC / Employee Tab / Time Off Current Balances and History

Request forms must be submitted to Human Resources by May 1.

Requests may be cancelled through June 10.

Requests on file as of June 11, will be processed for payout.

Employee Name: _____ **Employee ID:** _____

I am requesting a vacation payout in the amount of: _____ **hours**

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____