



Oregon Department of Corrections

AOCE Custody Vacation Payout Form

Custody Staff Only: Correctional Sergeants, Corporals, and Officers

NAME:		Employee OR. Number:	
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Institution:	<input type="checkbox"/> MCCF	<input type="checkbox"/> OSCI	<input type="checkbox"/> OSP	<input type="checkbox"/> SFFC	
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Number of Vacation Payout Hours requested: 40 Hours 80 Hours 120 Hours

Agreement: According to the Letter of Agreement signed on December 18, 2009, between the AOCE and DAS on behalf of the Oregon Department of Corrections, I hereby request a cash-out option of up to one hundred twenty (120) hours of accrued vacation hours under the following conditions:

- a) Employee must have regular status at the time of the request to cash out vacation.
- b) Employee may cash out forty (40), eighty (80) or one hundred twenty (120) hours. No other increments of time are allowed.
- c) Employee must have eighty (80) hours accrued vacation remaining after the time of cash out.
- d) Requests to cash out must be submitted between January 1 and October 15 of each year. Employees may cash out up to three (3) times per year, up to a maximum of 120 total hours per year. There shall be no more than one request per quarter and each request must be submitted to his/her supervisor by the 15th of the applicable month of the request.

Employee Signature	Date of Request
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Original to Payroll