

**Oregon Department of Corrections  
AFSCME Security Vacation Payout Form  
TRCI, CCCF, SCCI and Transport Only**

NAME:		Employee Number:	
Institution: <input type="checkbox"/> TRCI	<input type="checkbox"/> CCCF	<input type="checkbox"/> SCCI	<input type="checkbox"/> Transport
Number of Vacation Payout Hours requested: <input type="checkbox"/> 40 Hours <input type="checkbox"/> 80 Hours <input type="checkbox"/> 120 Hours			
<p>Agreement: According to the Letter of Agreement between AFSCME and DAS on behalf of the Oregon Department of Corrections Two Rivers Correctional Institution (TRCI), Coffee Creek Correctional Facility (CCCF), Shutter Creek Correctional Institution (SCCI) and the Transport unit, I hereby request a cash-out option of up to 120 hours of accrued vacation hours under the following conditions:</p> <ul style="list-style-type: none"> <li>a) Employee must have regular status at the time of the request to cash out vacation.</li> <li>b) Employee may cash out in increments of 40, 80 or 120 hours of accrued vacation (no other increments of time are allowed).</li> <li>c) Employee must have at least 80 hours of accrued leave after the cash out.</li> <li>d) Requests to cash out must be submitted to Payroll between January 1 and September 30 each year.</li> <li>e) Payment shall be at the employee's straight time rate of pay.</li> <li>f) Employees on unprotected leave without pay status at the time the cash out is requested are not eligible to cash out accrued vacation hours.</li> </ul>			
Employee Signature		Date of Request	

**Original to Payroll**

CD#1480 6/7/10