



Loma Linda Veterans Association for Research

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909.583.6250; 909.801.5190 Fax
humanresources@llvare.org

Vacation Cash Out

Form must be received by 10 am the Thursday Preceding Payroll in order to be processed for requested date
Employees are required to take five (5) consecutive days of vacation, and or sick days, in the year earned.
Other vacation days may be used or cashed out with LLVARE written approval.

Reminder: Sick hours can never be cashed out. You may only cash out vacation hours currently accrued (vacation hour balance on previous pay period stub).

Employee Information

Employee Name _____

LLVARE Project Number vacation to be paid from _____

Hours Requested to be cashed out (based on hours currently accrued) _____

Pay Period End Date to be Paid _____

Signature

Employee Signature _____ Date _____

Typed Name _____

LLVARE office use only:
Approved:
Effective Date:
Updated in Systems: