

## REQUEST FOR PAYMENT OF CASH IN LIEU OF VACATION LEAVE HOURS FORM

*Return completed form to: Central Payroll, Interoffice Mail Floor #987 or reference the FAQ for alternative methods of submitting the form*

Personnel no. (PERNR)	EMPLOYEE NAME	AUTHORIZATION DATE
<p>After a qualified election is made, employees may request to receive cash in lieu of vacation leave hours once during the calendar year for which an election was made by submitting requests for payment using this form, but only <i>after</i> the hours have been accrued during the taxable calendar year in which the cash out will occur. Hours requested that remain uncashed by December 1<sup>st</sup> of the calendar year period will be automatically paid out to the employee by Central Payroll prior to the end of calendar year specified above. Central Payroll reserves the right to determine final calendar year end payment dates.</p>		
<p>I am requesting to receive cash in lieu of vacation leave hours in the amount of _____  <div style="text-align: right;"><b>Enter requested number of hours</b></div> </p> <p><b>*Note: Number of hours must match the cash in lieu of vacation leave hours election/waiver form.</b> Completed forms received by Central Payroll no later than 5:00pm on pay period end will have the cash out hours included in the next biweekly paycheck. In the event we receive your request too late to be included in the next biweekly cycle, your request will be processed during the next available paycheck cycle. Cash outs will not be processed on an off-cycle check.</p> <p>The Request for payment of Cash in Lieu of Vacation Leave Hours Form may be submitted as follows:</p> <ol style="list-style-type: none"> <li>1) Email the completed form to Inbox, BHR Central Payroll <a href="mailto:InboxBHRCentralPayroll@portlandoregon.gov">InboxBHRCentralPayroll@portlandoregon.gov</a>. Ensure that the document is in either PDF or JPEG format.</li> <li>2) Hand delivered to 9<sup>th</sup> Floor reception desk with note to route to Central Payroll staff.</li> <li>3) Inter-Office mail: Floor 987</li> <li>4) US Postal Service (USPS) mail: Central Payroll, Attn: Payroll Services, Portland Building 1120 SW 5th Ave, Room 987, Portland, OR 97204-1912. Central Payroll will confirm receipt of the form with the employee's Bureau OBPA (payroll staff).</li> </ol> <p>Cash in Lieu of Vacation Leave Hours is considered supplemental wages and is taxed at the optional rate for supplemental wages for federal and state, irrespective of the employee's W-4 on file and regardless of whether it is paid on a regular paycheck or a separate check.</p>		
_____	_____	_____
<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>	<b>CONTACT NUMBER</b>
<b>FOR CENTRAL PAYROLL USE ONLY</b>		
<b>RECEIVED DATE</b>	<b>PROCESSED DATE &amp; PROCESSOR INITIALS</b>	<b>CHECK DATE</b>