



LOS ANGELES UNIFIED SCHOOL DISTRICT

Accounting and Disbursements Division

Payroll Administration

Lump Sum Vacation Payment Request Form

Employees previously assigned to an A-Basis assignment and/or changed to a non-vacation earning position, may request in writing payment of their accumulated vacation.

To request a lump sum vacation payment, the form must be completed, signed, and emailed from your LAUSD.net email to Payroll Administration at the email provided below:

Employee No.					
First Name		M.I.		Last Name	
Contact No.					
E-Mail Address					
Assignment change date:					

Signature		Date	
-----------	--	------	--

Email form to payrollvacation@lausd.net from your LAUSD.net email

The lump sum vacation payment shall be at the salary rate of the employee's last vacation earning assignment except for vacation hours remaining in the employee's vested vacation bank which shall be paid at the employee's June 30, 1995 salary rate.

Once we receive the completed form, your lump sum vacation payment will be processed in the next scheduled major payroll using your usual payment method (Direct Deposit, CCU Pay Card, or Check). If you have any questions or concerns, please email payrollvacation@lausd.net.