



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. If no request is made a lump sum vacation payment will be made at the end of the school year following the school year in which the employee ceased to earn vacation. 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.

To request a lump sum vacation payment, please complete the information below and sign:

| | | | | | |
|--------------------------------|--|-------------|--|-------------------------|--|
| Employee No. | | | | | |
| First Name | | M.I. | | Last Name | |
| Work No. | | | | Home or Cell No. | |
| E-Mail Address | | | | | |
| Assignment change date: | | | | | |

The lump sum vacation payment will be processed in the next scheduled major payroll using your normal payment method (Direct Deposit/CCU Pay Card/Check). Questions and concerns should be directed through Payroll Customer Services, telephone number (213) 241-2570.

Signature _____ Date _____

FAX FORM TO (866) 761-7413

FOR OFFICE USE ONLY:

| | |
|-----------------|--|
| Tracking ID No. | |
| Processed by: | |
| Date Processed: | |

Notes:

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