TERMINATION OF EMPLOYMENT – VACATION PAYOUT

REQUEST FOR ACADEMIC STAFF

NAME:

UCID

DEPT/FACULTY:

TERMINATION DATE:

A   A staff member is expected to take the full entitlement to paid vacation prior to termination. No payment will be made in lieu except in cases where a staff member is precluded by the Department Head or equivalent from taking the budget allocation.

Last day worked was:

_____

b)   Prior Academic Year Vacation Accrual   Full entitlement taken, or

No days taken, or

Number of days taken
(Payment to be made in settlement of entitlement owing)

c)   Current Academic Year Vacation Accrual   [   ]   Full entitlement taken, or No days taken, or Number of days taken,

(Payment to be made in settlement of entitlement owing)

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