

February 22nd, 2017

Instructions for Vacation Payout for TERM employees

Name: _____

I am electing the balance of my earned vacation bank (after Spring Break) to be:

- Payout in increments after Spring Break school closure to the end of June. Please note you may end up Leave without pay if you decide to book vacation.
- Carry over 5 days to the next school and payout the balance remaining between end of Spring Break and June.
- Carry over 5 days to the next school and payout in LUMP SUM at the end of June.
- Payout in LUMP SUM at the end of June.
- Book _____ days as vacation and payout the balance remaining between end of Spring Break and June.

Please complete and return this form to Support Payroll **before March 11, 2017**. If this form is not received, your earned vacation in your bank will be AUTOMATICALLY payout in increments according to Collective Agreement 2.07 (h) after end of spring school closure and end of June.

Signature: _____

Date: _____