

**REQUEST FOR PAYMENT  
FOR UNUSED  
VACATION DAYS**

Name: \_\_\_\_\_ S.S.# \_\_\_\_\_

I have not used and wish to be paid for \_\_\_\_\_ vacation days. I understand these days will be verified and deducted from my employee absence report prior to payment.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's/Principal's Signature: \_\_\_\_\_

**FOR BUSINESS OFFICE USE ONLY**

**PAYMENT FOR UNUSED VACATION DAYS:**

Verified and Deducted: \_\_\_\_\_

\_\_\_\_\_ days X rate \_\_\_\_\_ = \$ \_\_\_\_\_ \*No Retirement

\_\_\_\_\_ days X hours \_\_\_\_\_ X rate \_\_\_\_\_ = \$ \_\_\_\_\_ \*No Retirement

Special Check #: \_\_\_\_\_

Fund/Account: \_\_\_\_\_

Payroll dated: \_\_\_\_\_

Date Received: \_\_\_\_\_

**Approved:**  
\_\_\_\_\_  
**Business Office Supervisor**