

APPLICATION FOR CIVIL SERVICE PAY FOR VACATION LEAVE
FISCAL YEAR _____ - _____

Any civil service employee may request to cash out one week of their accumulated vacation time each fiscal year at the unit's discretion.

Name	Job Class #
Department	Unit (check one) 9 Chancellor 9 VCAA 9 VCASSL 9 VCFO 9 VCUR
Number of hours requested (maximum = 40 hours)	
Employee Signature	Date

FOR ADMINISTRATIVE USE ONLY	
9 Approved	9 Disapproved
Management Signatures	
Department Head or Director	Date
Dean or Vice Chancellor	Date

c: UMD Department of Human Resources, 255 DAdB