
Vacation Leave Pay Out Policy and Request Form

DBH is invested in the well-being of its employees and supports a healthy work/life balance. To support this effort, DBH offers paid vacation leave for its benefits-eligible employees. To further encourage employees to take some time for themselves, DBH has implemented a vacation leave payout procedure, in addition to the time off benefit.

Vacation Leave Payout in Addition to Actual Vacation Time Off

When funding has been approved and allocated at the beginning of the fiscal year, vacation leave payout, in addition to vacation leave taken during the year, may be granted to employees if all the following conditions are met:

1. Under this policy, eligible employees may cash out up to 40 hours of accrued vacation leave each year.
2. Employees can only cash out accrued vacation leave one time each calendar year.
3. Vacation leave payout may only be granted to employees who maintain a balance of 80 accrued vacation leave hours after the leave payout has been deducted from their vacation leave balance.
4. Vacation leave payout will only be made in 8-hour increments.
5. Vacation leave payout may be processed during any pay period of the calendar year.
6. Employees interested in accessing this benefit must submit the Vacation Leave Payout Request Form on the second page of this policy to hr@dbhutah.org no later than the last day of the pay period during which the employee is requesting the payout so that the form can be sent out for approval before payroll is processed. Payouts will be processed once the approval process is completed.

Vacation Leave Payout for Hours in Excess of Rollover Maximum

Benefits-eligible employees may rollover 360 accrued vacation hours from one calendar year to the next. For employees who accrue leave at a higher rate due to years of loyal service at DBH who are unable to use enough accrued vacation leave to drop below the rollover maximum by the end of the year, DBH has approved a vacation payout for these “Use It or Lose It” hours under the following parameters:

1. An employee may cash out up to a total of 40 hours of accrued vacation between the “Vacation Leave Payout in Addition to Actual Vacation Time Off” policy and “Use It or Lose It” hours each year.
2. DBH will automatically pay out up to 40 hours of accrued vacation leave that exceeds the maximum rollover during the last pay period of the calendar year for employees who have not met the requirements or requested leave payout as outlined in the “Vacation Leave Payout in Addition to Actual Vacation Time Off” policy.
3. “Use It or Lose It” Vacation leave payout will be made in 1-hour increments.
4. “Use It or Lose It” Vacation leave payout will be processed during the last pay period of the calendar year.

Please note that any vacation leave that is cashed out will be added to your regular paycheck, not processed through a separate check. Vacation payouts do not count towards earnings for URS credit.

Vacation Leave Pay Out Policy and Request Form

Vacation Leave Payout Request Form

Today's Date: _____

Employee Name: _____

Department: _____

Employee #: _____

Supervisor Name: _____

Request Details

Current vacation leave balance¹: _____

Hours vacation payout requested²: _____

Employee's Signature **Date**

Supervisor's Signature **Date**

Director's Signature **Date**

To Be Completed by Payroll/Human Resources	
Date Received by HR: _____	Date Received by Payroll: _____
Pay Period to Include Payout: _____	Eligibility Met for Requested Hours? <input type="checkbox"/>
Vacation Hours Paid Out: _____	Entered by: _____
	Initials

¹ Employees must maintain a minimum balance of 80 hours of accrued vacation leave after actual time off and payout have been deducted from their vacation leave balance.

² Vacation leave payout must be taken in 8-hour blocks.