

Cashing out Vacation Hours

The Administrative Committee (AC) recently approved a one-time benefit for employees in recognition of the fact that many staff employees—both on-campus and teleworking staff employees—have not be able to use their regularly accrued vacation hours due to the pandemic. Thus, the AC has approved allowing all staff employees the option of a temporary, one-time benefit to cash out up to 40 regular vacation hours between now and March 31, 2021.

In order to exercise this option, please complete and submit the attached form [Request for Vacation Cash Out – Regular Vacation](#). It will automatically be sent to payroll for processing. If you submit your form less than five days before scheduled payroll processing dates, it will be processed at the next biweekly or monthly payroll run. Please be aware that cashed-out vacation will be taxed as regular vacation time and will reduce your vacation balance by the corresponding number of cashed out hours.

For questions, please contact Steve Lawson at 985-3050 or at lawsonst@berea.edu