



Big Sandy Rancheria

Vacation Payout Request & Authorization

Vacation Payout – No employee, regardless of circumstances will be allowed to cash out more than (2) two times per year, and must leave a balance of at least 8 hours of vacation after each cash-out. Only regular employees are eligible. Employees may receive vacation payout subject to the following:

1. Request must be in writing by the employee, including the number of available vacation hours and the number of vacation hours requested and the reason, you may be asked to provide proof, approved by the direct supervisor with final approval by the **Tribal Council** before processing.
2. The payouts will be run through on your next payroll.
3. Employees will be limited to (2) two times per year.

Part I (To be completed by employee requesting)

Name: _____ Title: _____

Purpose of request: _____

Contact/Message phone number: _____

Date of request: _____ Time of Request: _____

Available Hours: _____ Hours Requested for Payout: _____

Have you received a vacation payout before? _____ If yes, date of last payout: _____

Signature of Requester

Date

Part II (To be completed by Supervisor & Tribal Chairperson): [] Approved [] Disapproved

Signature of Supervisor

Signature of Chairperson

Reason for Disapproval: _____

Part III (To be completed by Fiscal Department)

TOTAL VACATION PAYOUT.....\$ _____

Signature of Fiscal Officer

Date