

Wahluke School District # 73
P.O. Box 907
Mattawa, WA 99349
2022-23 School Year / Vacation Cash-out

Administration Office

TO: Payroll Office

FROM: _____

Vacation Cash-out

A maximum of five (5) days may be cashed out on August 31st. You may carryover up to three (3) days of your current vacation balance. Vacation cash out will be paid at the employees current rate of pay.

I wish to sell _____ hours of vacation leave at my current rate of pay.
Vacation cash out is for the 2022-23 school year.

Employee Signature

Date: _____

Superintendent Signature / Business Manager

Date: _____