

LONG BEACH PUBLIC SCHOOLS

VACATION DAY PAYOUT – AT SEPARATION FROM LBCSD

EMPLOYEE NAME _____

DATE OF SEPARATION _____

Attendance:

of days left in bank verified & deducted _____

of days accrued (not yet in bank), LOA checked _____

Payout notation made in Finance Manager

Confidential Keyboard Specialist

Date

Verify FM changes & Number of Days Accrued per Contract & LOA

Senior Personnel Clerk

Date

Payment:

Total # of days _____ X rate per day \$ _____ = \$ _____
(not to exceed 25 days) TOTAL TO BE PAID

Account Code: _____

Administrative Assistant

Date

Executive Director, HR

Date

Accounting Supervisor

Date