

LONG BEACH PUBLIC SCHOOLS

CONFIDENTIAL EMPLOYEES ONLY

REQUEST FOR PAYMENT IN EXCHANGE FOR VACATION DAYS

I _____ request to be paid out for
_____ vacation days (maximum of 5) for the _____ school
year.

Employee Signature _____ Date _____

Attendance:

of days verified & deducted _____

Confidential Keyboard Specialist Date

Verify FM changes

Senior Personnel Clerk Date

Payment:

of days _____ X Daily Rate _____ = \$ _____

Administrative Assistant Date

Executive Director, Human Resources Date

Business Office Payroll Clerk Date