

Vacation, Holiday, or Sick Leave Payout Voucher

Cost Center: 320011 - 57601 - Vacation/Holiday

Employee Information

Name _____ Last day worked _____

Empl ID # _____ Empl REC # _____

Was the [Clearance Form](#) submitted? Yes No

Has overtime compensation been paid through TCP or a voucher? Yes No

Pay Information

► *Payout Types:*

VPO – Vacation Payout

HPY – Holiday Payout (for Payroll Services)

SPO – Sick Payout*

*In the event of the death of an employee who has accrued sick leave balance. See Sick Leave Policy [HR-LA-PO-03](#).

Pay Type	Hours	Rate	Total
VPO			
HPY			
SPO			
TOTAL AMOUNT TO BE PAID			

Check Distribution

Direct Deposit (if previously set up) Pick up from Payroll Services at 219 W Main St, Arlington, TX 76010

Paper check to be mailed to this address: _____

Certification

I certify that all time (for non-exempt) and absences (for all) have been entered for this employee in the timekeeping system.

Authorized Signature for Department _____ Date _____

Printed Name _____ Title _____

Email Address _____ Department Name _____

Approvals

Payroll Services Signature _____ Date _____