



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Accounting and Disbursements Division  
Payroll Administration

**Lump Sum Vacation Payment Request Form**

Employees previously assigned to an A-basis assignment and/or changed to a non-vacation earning position, may request in writing payment of their accumulated vacation. If no request is made a lump sum vacation payment will be made at the end of the school year following the school year in which the employee ceased to earn vacation. The lump sum vacation payment shall be at the salary rate of the employee's last vacation earning assignment except for vacation hours remaining in the employee's vested vacation bank which shall be paid at the employee's June 30, 1995 salary rate.

**To request a lump sum vacation payment, please complete the form below:**

<b>Employee No.</b>					
<b>First Name</b>		<b>M.I.</b>		<b>Last Name</b>	
<b>Work No.</b>		<b>Cell No.</b>		<b>Home No.</b>	
<b>E-Mail Address</b>					
<b>Assignment change date:</b>					

The lump sum vacation payment will be processed in the next available off-cycle (usually mid-month) or regular payroll using your normal payment (direct deposit or warrant/check) and delivery methods (school site or home address). Questions and concerns should be directed through the Employee Service Center, telephone number (213) 241-6670.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FAX FORM TO (866) 761-7413**

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**FOR OFFICE USE ONLY:**

Tracking ID No.	
Processed by:	
Date Processed:	

Notes:

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