



## Faculty Time Off Cash-in Request For UNAC Employees

Employee ID	TKL	Work Phone
Last Name	First Name	MI

### Faculty Time Off Cash-In Guidelines for UNAC Members

The Faculty Time Off Cash-In program allows eligible employees to cash-in up to 40 hours of their Faculty Time Off one time per fiscal year.

**Who is eligible?** UNAC members in an active pay status (i.e., On Contract or Contract Extension) during the requested pay period and who have utilized and reported at least five days (40 hours or its pro-rated equivalent for less than full-time UNAC members, which include the three days of mandatory closure).

**How much Faculty Time Off can I request and how often can I request it?** Eligible employees may cash out up to five days (40 hours or its pro-rated equivalent for less than full-time UNAC members) of unused Faculty Time Off during each fiscal year. (United Academics AAUP/AFT CBA Article 16.5)

**How do I request to cash-in my Faculty Time Off?** Complete the hours requested section below. Sign and date the form. Submit the completed form directly to your regional Human Resources office no later than 5 p.m. Friday, the last day of the pay period (pay day Friday). Your cashed-in leave should be included in your pay on the next regularly scheduled pay day (usually within two weeks). Faculty Time Off Cash-In requests cannot be submitted via your web time sheet or a paper time sheet.

I authorize the University of Alaska to cash-in the Faculty Time Off hours I have requested below. I have read the guidelines and understand the following parameters of the program:

- I must have used the required 40 hours of leave (or pro-rated) by time of submission.
- Cash in forms may only be submitted once per fiscal year.
- I can cash-in up to 40 hours Faculty Time Off.
- I will not accrue additional leave on the cashed-in hours.
- Cashed-in leave is not eligible for TRS, ORP, or UA Pension benefits.
- The cash-in request will be processed in regular payroll runs only (no adjustment runs).
- Requests for Faculty Time Off cash-in cannot be submitted for a payroll period that has already been processed or a payroll adjustment run.

I request \_\_\_\_\_ hours of my Faculty Time Off accrual to be cashed-in and paid to me on the next available payroll run. I understand that by signing this form, I am certifying that I am eligible.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### HR Office Use Only:

Faculty Time Off balance available:		Balance as of prior pay period
Hours cashed-in:	-	No more than 40 hours
Balance after cash-in:		If less than 0, request must be denied.

Has employee used required amount of leave this fiscal year?  
(circle one): Yes / No (if no, request must be denied)

Has employee already requested leave cash-in this fiscal year [PEIJTOT] ?  
(circle one): Yes / No (if yes, request must be denied)

Request Approved: \_\_\_\_\_ Paid on PP# \_\_\_\_\_ Processed by: \_\_\_\_\_

Request Denied: \_\_\_\_\_ Employee Notified: \_\_\_\_\_