

UCI Emergency Accrued Vacation/PTO Payout Request

- The UC Irvine Emergency Accrued Vacation/PTO Payout Program (“the Program”) is a temporary program offering eligible UCI employees who are experiencing financial hardship as a result of the 2020 wildfires in Orange County, California. The Program allows employees an option to request a one-time payout of up to a maximum of forty (40) hours of their available accrued vacation/PTO hours to help meet expenses incurred due to the impacts of the wildfires.
- To apply for this Program, please submit the following completed application and required documentation to your supervisor. Please carefully review the Program guidelines at hr.uci.edu.

Employee Certification

- By submitting this application I certify that this request for participation in the UC Irvine Emergency Accrued Vacation/PTO Payout Program is made on account of financial expenses I have incurred as a result of the 2020 wildfires in Orange County, California. I also certify that I have included documentation to support my eligibility for the Program. I have read and understood all related program information at hr.uci.edu and agree to the terms and conditions.

Employee certification

Employee Information

- Employee Name:
- Employee Email Address:
- Employee Contact Phone Number:
- Preferred Mode of Contact (*check one*):
 - Phone
 - Email
- UCPATH Employee ID Number (*this can be found on your timesheet, paystub, or at ucpath.universityofcalifornia.edu*):
- Employee Department:
- Type of Employee (*check one*):
 - Staff
 - Faculty / other academic personnel
- Are you represented?
- Supervisor Name:
- Supervisor E-mail Address:

Please note the following regarding your payout request:

- Your request should be made in whole hours; submission for fractions of an hour will be adjusted down to reflect available whole hours.
- Vacation accrual/PTO payments are taxable as income and subject to all applicable withholdings and deductions, including taxes and retirement contributions.
- Employees who request a vacation/PTO accrual payout may not revoke the request or “buy back” the hours at a later date for the purposes of restoring the leave balance.
- Requests for a vacation/PTO accrual payout that would result in a negative vacation/PTO accrual balance will be automatically adjusted down to the closest available whole hour increment the applicant has available in their balance.
- Please be sure to account for any pending or upcoming vacation as the requested hours will no longer be available for future use.

Requested Number of Accrued Vacation/PTO Hours to be Paid Out

- Enter your requested number of accrued vacation/PTO to be paid out (maximum of 40 hours):

Documentation Required for Submission

- Proof and/or receipts verifying allowable expenses. Allowable expenses can include:
 - 1) Living expenses such as food, shelter, and clothing;
 - 2) Rent payments, primary residence repairs, or mortgage payments;
 - 3) Assistance with medical insurance, out-of-pocket costs, or co-pays.

Employee Authorization

- I authorize a payout of the above-requested number of hours from my existing vacation/PTO accrual balance. If I do not have the requested number of hours available, I authorize a payout of the closest whole hour increment available. I understand my vacation/PTO accrual balance will be reduced by the number of hours I have authorized and those hours will no longer be available for use.

Employee certification

Employee Signature:

Date:

Supervisor Signature:

Date:

For Internal Use Only:

Date of Request:

Amount Approved:

Amount Requested:

Date of Approval:

Approved By: