Leave Pay Out Request Memo

Date: September 30, 2019

With many collective bargaining agreements and the statewide Vacation Leave policy being updated to allow employees to cash out accrued vacation and/or compensatory time, we have developed a statewide process in Workday for eligible employees to request the cash out of leave. We are excited at the opportunity to utilize Workday in this way and to have an easy and paperless process for these requests!

The Leave Pay Out Request Form will be located in the “Requests” worklet on the employee’s homepage. Employees will Create a Request and choose the Leave Cash Out option.  Once in the form the employee will select the appropriate representation and the applicable bargaining agreement/policy language will populate on the request. Once they enter the amount of hours they wish to cash out and choose “Submit” the request will be routed to their manager. The manager will then verify the employee is eligible for the request. If eligible, the manager chooses “Approve” to send the form to the Payroll Partner, who will process the payment. Customizable reports on the pay out requests will be available in the Position Budget Reports worklet.

The online Leave Pay Out Request form is now available. With this new process, Workday will replace any paper process. Job Aids for employees, managers, and payroll staff are available on the [Workday](https://www.oregon.gov/das/HR/pages/workday.aspx) website.

***Please remember only those with collective bargaining agreements that have been ratified may receive the pay out at this time. Employees not represented by a collective bargaining agreement may receive the pay out once the statewide CHRO Vacation Leave policy is updated (we anticipate the policy being finalized and posted within the next two weeks).***

For questions, please contact chro.policy@oregon.gov