



Safety Footwear Leave Payout Program

Arizona Western College is pleased to offer the Safety Footwear Leave Payout Program. All eligible employees have the opportunity to cash out up to 16 hours of accrued vacation leave time as reimbursement for the purchase of safety footwear one time per year. The program opens annually on September 1st and this form must be submitted to Payroll by September 15th to receive the benefit. Reimbursement will be paid out in the next check following pay period close. New employees have a one-time option to participate upon completion of 90 days of employment and must submit this form within 120 days of hire.

Employees must meet the following requirements to be eligible for the program:

- Be employed full-time, non-exempt with Arizona Western College.
- Work in the Facilities Department.
- Have the required amount of accrued vacation leave available at the time of reimbursement.

Instructions:

1. Make sure you meet all eligibility requirements.
2. Complete the form below.
3. Request the number of hours to be cashed out that most closely matches the estimated purchase price.
4. Be sure to get your supervisor's signature and submit form to Payroll Department.

Please contact your supervisor or the Human Resources Department with any questions.

Please Fill Out the Information Below:

I, _____, ID# _____ request Arizona Western College to apply leave from my vacation accrual in the amount of _____ hours, (not to exceed 16 hours) of gross pay to my next paycheck for my purchase of safety footwear.

Please Initial:

- _____ I understand that I may not go into negative leave usage.
- _____ I understand that I may not use more than 16 hours of vacation leave.
- _____ I understand that I may use less than 16 hours of vacation leave.
- _____ I understand that this benefit is available for use one time per fiscal year.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

For Payroll Use

Processed PPE _____
Int _____
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