

NON-INSTRUCTIONAL PROGRAM ADMINISTRATORS

Application for Accrued Vacation Payment

Pursuant to the Employee Handbook addendum for St. Lawrence-Lewis BOCES Non-Instructional Program Administrators, *Vacation* provision,

I, the undersigned, verify the following:

1. I am a Non-Instructional Program Administrator for the St. Lawrence-Lewis BOCES;
2. I have submitted an irrevocable letter of resignation for the purpose of retirement effective _____;
3. I am eligible for retirement under the NYS Employees' Retirement System;
4. I am requesting payout for accumulated vacation days up to a maximum of forty (40) days (*46 days if an accrual rate of 23 days was attained prior to July 1, 2000*), at my per diem rate at the time of deposit, to be deposited in my non-elective 403(b) account in the following manner -

_____ A one-time contribution no later than July 31st following my effective date of resignation, *or*

_____ Advance contributions over _____ years (*one, two or three years depending upon advance notice*) allocating _____ days (*maximum 10*) each year, followed by a contribution of any remaining days no later than July 31st following my effective date of resignation.

My 403(b) account is set up with _____.

** 403(b) account must be set up prior to submitting this form **

Signature	Date	Printed Name	SS# (last 4 digits)
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*This form must be submitted to the BOCES Purchasing Agent, St. Lawrence-Lewis BOCES Central Office, PO Box 231, 40 West Main Street, Canton, NY, 13617. Deadline for submission: **January 1st** of the calendar year in which the resignation is to be effective (in extraordinary circumstances and with the recommendation of the District Superintendent, this notification requirement may be waived by the BOCES Board); or, if advance notice, **January 1st** of the calendar year in which the first contribution will be made.*