

## SUPPORT STAFF

### Application for Accrued Vacation Payment

Pursuant to the Employee Handbook addendum for St. Lawrence-Lewis BOCES Support Staff, *Vacations* provision,

I, the undersigned, verify the following:

1. I am a Support Employee 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 twice my annual accrual rate, at my per diem rate as of the date of my resignation, to be deposited in my non-elective 403(b) account no later than July 31<sup>st</sup> following my effective date of retirement.

My 403(b) account is set up with \_\_\_\_\_.

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

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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 1<sup>st</sup>** of the calendar year in which the retirement 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.*