



Memo

TO: ALL STAFF

FROM: Clara Young, Director of Finance & Administration

DATE: March 8, 2024

RE: Vacation Days – Pay Out

Tikinagan Child & Family Services is offering a Pay Out of Vacation Days to all employees. You may choose to have all of your vacation days paid out or a portion of vacation days paid out. The Vacation balances at the end of Pay Period March 2 - 15, 2024 will be used to determine and calculate the payout. Also, you can carry over up to 10 vacation days into the new fiscal year (*April 1, 2024 to March 31, 2025*).

Vacation Day pay outs must be at the request of the employee.

The deadline to submit Vacation Day pay out requests is **Monday, March 18/24 at 1 pm (CST)**. There will be a separate payroll run and this will be paid out on Thursday, March 28, 2024.

To submit a Vacation Day Pay Out request, please send an email to Payroll@tikinagan.org. In the Subject Line, please use "Vacation Pay Out".

Please note that an email sent by you is authorization to pay out your vacation days. These days will be reduced on your timesheet. Be sure to specify the number of days to be paid out in the content of your email.

If you have any questions, please contact your Supervisor/Service Manager.