



**SOUTH JERSEY  
TRANSPORTATION AUTHORITY  
VACATION CASH-IN REQUEST FORM**

Please complete this form and return to Human Resources for processing. Vacation Cash-In requests shall be processed in accordance with the schedule provided. If using a digital signature, form must be returned to [awinter@sjta.com](mailto:awinter@sjta.com) from your SJTA domain email address. Scanned emailed copies can be accepted in lieu of original.

Employee Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_ Department: \_\_\_\_\_

(Please indicate Personal Bargaining Unit)

Non-Union    Local 193    Local 196    S-18

Non Union, S-18, Local 193, and Local 196 (Ch 11) Employees are permitted to cash-in up to **56 hours** of available Vacation Leave in the 2026 calendar year. Local 196 (Ch2) are permitted to cash-in **40 hours** of available Vacation Leave in the 2026 calendar year. Please complete the section below and forward to Alyson Winter in Human Resources.

I, \_\_\_\_\_, wish to cash in \_\_\_\_\_ vacation leave hours, thereby reducing my available vacation leave bank by that number.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HUMAN RESOURCES USE ONLY - DO NOT WRITE BELOW THIS LINE	
Date Received: _____	Vacation Time Avail: Y or N
Processed for Pay Date: _____	Logged <input type="checkbox"/>

**2026 Vacation Cash-In Schedule**

\*\*UPDATED FORM AS OF 3/20/2026\*\*

To be Processed for Pay date	Must be Received by HR NO LATER THAN		
	Time	Day	Date
3/5/2026	4:00 PM	Thursday	2/19/2026
3/19/2026	4:00 PM	Thursday	3/5/2026
4/2/2026	4:00 PM	Thursday	3/19/2026
4/10/2026	4:00 PM	Friday	3/27/2026
4/24/2026	1:00 PM	Friday	4/10/2026
5/8/2026	1:00 PM	Friday	4/24/2026
5/22/2026	1:00 PM	Friday	5/8/2026
6/5/2026	1:00 PM	Friday	5/22/2026
6/19/2026	1:00 PM	Friday	6/5/2026
7/3/2026	9:00AM	Monday	6/22/2026
7/17/2026	9:00 AM	Monday	7/6/2026
7/31/2026	1:00 PM	Friday	7/17/2026
8/14/2026	1:00 PM	Friday	7/31/2026
8/28/2026	1:00 PM	Friday	8/14/2026
9/11/2026	1:00 PM	Friday	8/28/2026
9/25/2026	1:00 PM	Friday	9/11/2026
10/9/2026	1:00 PM	Friday	9/25/2026
10/23/2026	1:00 PM	Friday	10/9/2026
11/6/2026	1:00 PM	Friday	10/23/2026
11/20/2026	1:00 PM	Friday	11/6/2026
12/4/2026	1:00 PM	Friday	11/20/2026
12/18/2026	9:00 AM	Friday	12/4/2026

**PLEASE NOTE: 12/18/26 Is the last available pay date of 2026 to cash in your 2026 vacation time. Any requests received after the cut-off date (Friday 12/9/26) will not be processed until the second pay of 2027 and will come of your 2027 cash-in allotment.**

\*Check dates may vary slightly based on holidays