



## 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

Employees are permitted to cash-in up to **40 hours** of available Vacation Leave per 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 ☐

## 2026 Vacation Cash-In Schedule

To be Processed for Pay date	Must be received by HR NO LATER THAN		
Check Date *	Time	Day	Date
1/22/2026	4:00 PM	Thursday	1/8/2026
2/5/2026	4:00 PM	Thursday	1/22/2026
2/19/2026	4:00 PM	Thursday	2/5/2026
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
4/16/2026	4:00 PM	Thursday	4/2/2026
4/30/2026	4:00 PM	Thursday	4/16/2026
5/14/2026	4:00 PM	Thursday	4/30/2026
5/28/2026	4:00 PM	Thursday	5/14/2026
6/11/2026	4:00 PM	Thursday	5/28/2026
6/25/2026	4:00 PM	Thursday	6/11/2026
7/9/2026	4:00 PM	Thursday	6/25/2026
7/23/2026	4:00 PM	Thursday	7/9/2026
8/6/2026	4:00 PM	Thursday	7/23/2026
8/20/2026	4:00 PM	Thursday	8/6/2026
9/3/2026	4:00 PM	Thursday	8/20/2026
9/17/2026	4:00 PM	Thursday	9/3/2026
10/1/2026	4:00 PM	Thursday	9/17/2026
10/15/2026	4:00 PM	Thursday	10/1/2026
10/29/2026	4:00 PM	Thursday	10/15/2026
11/12/2026	4:00 PM	Thursday	10/29/2026
11/26/2026	4:00 PM	Thursday	11/12/2026
12/10/2026	9:00 AM	Wednesday	12/2/2026

**PLEASE NOTE: 12/10/26 is the last available pay date to cash in your 2026 vacation time. Any requests received after the cut-off date (Wednesday 12/2/26) 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**