



New Enterprise Stone & Lime Co., Inc.
Vacation/Sick Dollar Request
For Heavy Highway and Hot Mix Asphalt Construction

This form is for Heavy Highway or Hot Mix Asphalt Construction employees that work on Davis Bacon or Prevailing Wage projects. Complete this form when requesting vacation/sick dollars to be paid as a lump sum payment. Please note that requests for vacation/sick “days” is submitted on a separate form to your supervisor. Requests for a lump sum payment must be signed by the employee as authorization for the payment. Please see the Paid Time Off (PTO) Plan and Summary Description for more information. Return original completed Vacation/Sick Dollar Request forms to the Payroll Department.

Employee #:	Employee Name:
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Vacation/Sick Dollar Request (dollar amount only, a separate form is submitted for requested vacation days)

Please pay \$ _____ dollars as a lump sum payment.

Vacation Pay Sick Pay

I would like to receive this payment on Check Date, Friday ____/____/____.

If your request is received after the deadline it will be paid the next payroll cycle.

Authorization

I request payment of the amount indicated above to be processed for the amount and check date stated above.

Signature of Employee

Date Signed

Vacation/Sick requests for payments must be received two (2) week in advance of the requested check date. If your request is not received within the deadline, your payment will be moved to the next applicable check date and may not be received on the check date you requested. All requested check dates must be a Friday date. If a check date is not specified or the date is not on a Friday, the next Friday pay date will automatically be selected for payment.

If the amount you are requesting is more than the balance on record, only the remaining balance will be paid.

Forms must be signed by the employee for authorization of payment and sent to the Payroll Department within the allotted timeframe before payment can be made.

You can withdraw vacation funds up to five (5) times per year. You can withdraw sick funds at a minimum of 4 hours at a time. Requests can be made between the second payroll date and the next-to-last payroll date of the fiscal year. Any vacation/sick balances remaining at the end of the fiscal year will be paid out.

All applicable taxes and payroll deductions will be applied to payments.

Please contact the Payroll Department, if you have any questions.

Forms can be emailed to payroll@nesl.com.

Office Use
Received Date: _____
Processed By: _____
Check Date: _____