

**CHARLEY'S CONCRETE COMPANY, LTD
P. O. BOX 1106
KELLER, TEXAS 76244
(817) 431-2016**

VACATION CASH OUT REQUEST FORM

WHEN REQUESTING VACATION CASH OUT PLEASE COMPLETE AND FORWARD TO PAYROLL.

ALL VACATION CASH OUT REQUESTS MUST HAVE THE EMPLOYEES SIGNATURE AND NAME LEGIBLE.

Employee Name _____

Today's Date: _____

Hours Requested: _____

Employee Signature _____