



CITY OF SWEET HOME

VACATION, COMPENSATORY, OR SICK LEAVE CASH OUT REQUEST FORM

Name (First, Middle Initial, Last): _____	Employee Number: _____
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CASH-OUT ELECTION

I elect to cash-out _____ hours in the month of _____. This amount is to be taken from my Vacation Compensatory or Sick Leave Bank.

CASH OUT GUIDELINES

VACATION CASH OUT
 An employee may cash up to 40 hours of vacation once every fiscal year from July 1 – June 30. Vacation Cash Out must be accompanied by a scheduled 40-hour vacation. Request will be processed with the month end payroll and included in the regular paycheck. At the time of the request, employees must have sufficient accrual balance to cover the vacation cash out and the 40-hour vacation. Once a cash-out has been elected, it is irrevocable.

- Cash-out elections will be processed, less mandated taxes and withholdings, during the first pay period of the elected month.
- I have scheduled a 40-hour vacation beginning on _____ and ending _____

COMPENSATORY CASH OUT
 An employee may cash out compensatory time-off (comp time) at the rate of one and one-half (1-1/2) hours compensatory time-off for each hour of overtime worked. An employee may accumulate a maximum of 80 hours of comp time which may be carried over from month-to-month. Overtime worked after the employee has accrued 80 hours of comp time will be compensated as overtime pay.

SICK LEAVE CASH OUT
 An employee may cash out a maximum of 40 hours of sick leave once per fiscal year from July 1 – June 30 as long as 100 hours of sick leave remains in the employees' accruals. Request will be processed with the month end payroll and included in the regular paycheck. At the time of the request, employees must have sufficient accrual balance to cover the sick leave cash out and the 100-hour bank. Once a cash-out has been elected, it is irrevocable.

- Cash-out elections will be processed, less mandated taxes and withholdings as per city policy.

Employee Signature: _____ **Date:** _____

FOR FINANCE USE ONLY		
Date Received: _____	Pay Period Processed: _____	Accrual Balance: _____