



CITY OF NAPOLEON - AFSCME VACATION CARRY OVER & CASH OUT FORM

Contract Language: The City shall permit an employee to carryover up to eighty (80) hours of vacation from year to year, which must be used within ninety (90) calendar days of the employee's anniversary date. Up to sixty-four (64) hours of carryover vacation time may be cashed out at the current rate of pay, after the employee's anniversary date. Any unused carryover vacation time that is not cashed out within ninety (90) calendar days of the employee's anniversary date will be forfeited.

Deadline: A vacation carryover and cash out form must be submitted to the City Manager or designee no later than thirty (30) calendar days of the employee's anniversary date.

Employee Information

Name:			Date:	
	First	Last		
Department:		Position Title:		

Vacation Information

Anniversary Date:		Total Hours of Vacation Remaining:	
Number of Vacation Hours Requested to Carry Over:		Number of Vacation Hours Requested to Cash Out:	

Employee Signature:		Date:	
Department Head:	Date:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
City Manager:	Date:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved

Comments