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

Contract Language: The employee eligible for four (4) weeks' vacation may have the option of receiving the fourth week as forty (40) hours base pay in lieu of vacation. All other carry-over or cash out of unused vacation time follows the Employee Policy Manual and Personnel Code.

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:	☐ Approved ☐ Not Approved
City Manager:	Date:	☐ Approved ☐ Not Approved

Comments

Rev (03/11/2020)