



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

Contract Language: The City may permit an employee to accumulate unused vacation time from year to year; however, no accumulation shall exceed two (2) times the employee's eligible hours. Vacation will be paid down to the maximum balance of the two (2) times the employee's eligible hours, the first pay period following the employee's anniversary date.

Employee Information

Name:			Date:	
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First

Last

Department:		Position Title:	
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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