



Annual Vacation and Administrative Leave Cash Out Election ***Fire Administrator Group***

Directions:

This form must be completed by all 40-hour employees in the Fire Administrator group between December 1st and December 31st each year. Failure to complete this form will result in the employee being taxed in the following year for 80 hours of Vacation and 84 hours of Administrative Leave, and not being able to cash out any Vacation or Administrative Leave hours.

Employees assigned to a 40-hour work week are eligible to submit a request to cash out up to 40 hours accrued Vacation Leave two times per year and up to 84 hours of accrued Administrative Leave two times per year. The employee must have a minimum balance of 200 Vacation hours as of December 31 of the election year to be eligible for Vacation cash out.

Vacation and Administrative Leave used shall be on a first-earned first-used basis.

When complete, return this form to CCFD Human Resources. This election is irrevocable.

Election: Please mark one of the following choices:

Vacation

- I am not eligible to participate as I will not have 200 or more hours of vacation on December 31st
- I am eligible to participate, but I choose to NOT cash out any vacation next calendar year.
- I am eligible and I choose to cash out vacation that I will accrue next calendar year payable as follows:
 ___ hours paid the first pay period in May (maximum 40 hours)
 ___ hours paid the first pay period in September (maximum 40 hours)

Administrative Leave

- I am eligible to participate, but I choose to NOT cash out any Administrative Leave next calendar year.
- I am eligible and I choose to cash out Administrative Leave that I will accrue next calendar year payable as follows:
 ___ hours paid the last pay period in June (maximum 42 hours)
 ___ hours paid the last pay period in December (maximum 42 hours)

Employee Name (Please print)

Employee Signature

Date