



Annual Vacation Cash Out Election
Firefighter Group

Directions:

This form must be completed by all 40-hour employees in the Firefighter 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 not being able to cash out any vacation 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. The employee must have a minimum balance of 100 hours as of December 31 of the election year to be eligible.

Vacation 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:

- I am not eligible to participate as I will not have 100 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 June (maximum 40 hours)
 - _____ hours paid the first pay period in December (maximum 40 hours)

Employee Name, please print

Employee Signature

Date