



CITY OF STOCKTON

2021 VACATION CASH-OUT REQUEST FORM

Please submit this form to Payroll:
E-mail: Payroll@stocktonca.gov or Fax: (209) 937-7107

Members from the following employee groups may cash-out up to a **maximum of 40 hours of vacation leave during the cash-out eligibility periods specified below.**

- | | |
|---|---|
| Operations and Maintenance (O&M) | Stockton Firefighters Local 456 (Fire) |
| Trades and Maintenance (T&M) | Stockton Fire Management Unit |
| Water Supervisory Unit | Stockton Police Management Association (SPMA) |
| Mid-Management/ Supervisory Level (B&C) | Stockton Police Officers' Association (SPOA) |
| Stockton Employees' Association (SCEA) | Unrepresented Employee Compensation Plan |

***For Fire Unit and Fire Management employees ONLY, please indicate the following:**

- Vacation Leave Hours: Number of hours** _____
- Frozen Longevity Vacation Allowance: Number of hours** _____

Cash-Out Eligibility Period:	Cash-Out Date: (must be within eligibility period)	# of Hours: (up to 40 hrs. maximum)	Request Form due to Payroll:
FY 2020-21: January 1, 2021 – June 30, 2021	/ /		December 31, 2020
FY 2021-22: July 1, 2021 – December 31, 2021	/ /		December 31, 2020

***Note: If you receive 40 hrs. cash out from July 2021 to December 2021, you are not eligible to cash out again until FY 22/23 which starts July 1, 2022, per Provision #4 below.**

Employee Name (please print): _____ Daytime Phone: _____

Bargaining Unit: _____ Department: _____

My signature below indicates that I understand and agree to the following provisions:

- I have used or will use 40 hours of vacation leave in the same or prior fiscal year.
- I will earn at least 40 hours of vacation in calendar year 2020.
- I must have at least 40 hours of accrued vacation leave remaining after the cash-out date.
- *I can only submit up to 40 hours vacation cash-out election per fiscal year.**
- My cash-out request must be submitted to Payroll by December 31st of the year prior to the cash-out date.
- This request is irrevocable.**
- Payment is subject to payroll deductions and withholdings per MOU and IRS regulations.
- Cash-out vacation hours will be processed within the pay period subsequent to the cash-out date specified above and after all hours are verified by the ASD, Payroll Division in accordance with MOU provisions. (Note: The number of hours cashed-out may be less than the amount requested based on the provisions above.)

Employee Signature _____
Date

PAYROLL USE ONLY:

Vacation Hrs. Used Prior to Cash-Out Date: _____
(at least 40 hours, see #1 above)

Vacation Balance After Cash-Out: _____
(at least 40 hours accrued, see #3)

Annual Code/Sellback Code: ____/____

Employee #: _____ Rate: \$ _____

Verified By: _____

Date: _____