



CITY OF STOCKTON

# 2019 VACATION CASH-OUT REQUEST FORM

Please submit this form to Payroll:  
E-mail: [Payroll@stocktonca.gov](mailto: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.**

- |   |                                       |
|---|---------------------------------------|
| Unrepresented Compensation Plan (Unrep.)    | Water Supervisory Unit                |
| Mid-Management/Supervisory Level (B&C)      | Operations & Maintenance Unit (O&M)   |
| Stockton City Employees' Association (SCEA) | Trades & Maintenance Unit (T&M)       |
| Stockton Police Mgt. Association (SPMA)     | Fire Unit and Fire Services Mgt. Unit |

Fire Unit and Fire Services Management Unit – Please select the type of leave to be cashed out below:

Vacation Leave  Longevity (ET)

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 2018-19: January 1, 2019 – June 30, 2019 <b>*Note: If you received a cash out in July 2018 to December 2018, you are not eligible to cash out in January 2019 to June 2019, per Provision #4 below.</b>	/ /		December 31, 2018

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 2019.
- \*I must have at least 40 hours of accrued vacation leave remaining after the cash-out date.
- I can only submit one vacation cash-out election per fiscal year.**
- My cash-out request must be submitted to Payroll by December 31<sup>st</sup> 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.)

\*Provisions #1 and #3 do not pertain to members of the Fire Unit and Fire Services Management Unit.

\_\_\_\_\_  
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: \_\_\_\_\_