



## 2022 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.**

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| Operations and Maintenance (O&M)<br>Trades and Maintenance (T&M)<br>Water Supervisory Unit<br>Mid-Management/ Supervisory Level (B&C)<br>Stockton City Employees' Association (SCEA)<br>Unrepresented Employee Compensation Plan | Stockton Firefighters Local 456 (Fire)*<br>Stockton Fire Management Unit*<br>Stockton Police Management Association (SPMA)*<br>Stockton Police Officers' Association (SPOA)*<br><b>*MOU Term: July 1, 2019 – June 30, 2022</b> |
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**FY 2021-22:** January 1, 2022 – June 30, 2022  
 Fire Unit and Fire Management employees, 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 2021-22: January 1, 2022 – June 30, 2022	/ /		December 31, 2021
FY 2022-23: July 1, 2022 – December 31, 2022  <i>*Safety Units are not eligible for this cash-out period.            Note: If you receive 40 hrs. cash out from July 2022 to December 2022, you are not eligible to cash out again until FY 23/24 which starts July 1, 2023, per Provision #4 below.</i>	/ /		December 31, 2021

Employee Name (please print): \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
 Bargaining Unit: \_\_\_\_\_ Department: \_\_\_\_\_

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

1. I have used or will use 40 hours of vacation leave in the same or prior fiscal year.
2. I will earn at least 40 hours of vacation in calendar year 2021.
3. I must have at least 40 hours of accrued vacation leave remaining after the cash-out date.
- 4. I can only submit up to 40 hours vacation cash-out election per fiscal year.**
5. My cash-out request must be submitted to Payroll by December 31<sup>st</sup> of the year prior to the cash-out date.
- 6. This request is irrevocable.**
7. Payment is subject to payroll deductions and withholdings per MOU and IRS regulations.
8. 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: _____
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