



2023 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)
Trades and Maintenance (T&M)
Water Supervisory Unit

Mid-Management/ Supervisory Level (B&C)
Stockton City Employees' Association (SCEA)
Unrepresented Employee Compensation Plan

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 2022-23: January 1, 2023 – June 30, 2023 <i>Note: If you receive 40 hrs. cash-out from July 1, 2022 to December 31, 2022, you are not eligible to cash out during this period, per provision #4 below.</i>	/ /		December 31, 2022

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 2022.
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 31st 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

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: _____