



# 2018 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

CITY OF STOCKTON

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

Unrepresented Compensation Plan (Unrep.)  
Mid-Management/Supervisory Level (B&C)  
Stockton City Employees' Association (SCEA)  
Stockton Police Mgt. Association (SPMA)

Water Supervisory Unit  
Operations & Maintenance Unit (O&M)  
Trades & Maintenance Unit (T&M)  
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 Periods:	Cash-Out Date: (must be within eligibility period)	# of Hours: (up to 40 hrs. maximum)	Request Form due to Payroll:
FY 2017-18: January 1, 2018 – June 30, 2018	/ /		December 31, 2017
FY 2018-19: July 1, 2018 – 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 2018.
- \*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.

**IMPORTANT:** I understand the vacation hours I have elected to cash-out must be earned between January 1, 2018 and the specified cash-out date.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### PAYROLL USE ONLY:

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

Vacation Hrs. Earned Beginning January 1, 2018: \_\_\_\_\_  
(See #2 above)

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

Verified By: \_\_\_\_\_

Date: \_\_\_\_\_