

**ALL CASHOUTS TAXED AT LUMP SUM RATE
(Currently 28.6% - 11/2024)**

REQUEST FOR LEAVE BANK CASH OUT

EMPLOYEE NUMBER	LAST NAME	FIRST NAME

DEPARTMENT	BARGAINING UNIT	WORKSTATION #

TYPE OF ACTION

REGULAR LEAVE CASH OUTS - THIS SECTION ONLY	PAY PERIOD _____
VACATION LEAVE (765)	_____ NUMBER OF HOURS
EXCESS VACATION LEAVE (764)	_____ NUMBER OF HOURS
PERSONAL LEAVE (780)	_____ NUMBER OF HOURS
COMP TIME LEAVE (760)	_____ NUMBER OF HOURS
COMP T ME - FIRE FLSA RATE (761)	_____ NUMBER OF HOURS

ANNUAL LEAVE CASH OUTS - THIS SECTION ONLY	CHECK BOX YES OR NO
SICK LEAVE (25% ANNUAL REMAINING ACCRUAL. NOV: FPFA, DEC: FGMA&FPTEA) (770)	
COMP TIME (<u>MAY/NOV FEA ONLY</u> ; UP TO 25% OF REMAINING BALANCE) (760)	
VACATION IN LIEU (ANNUAL PAY OUT; Up to 24 HOURS PAID IN DEC) _____ (766) # OF HOURS	
VACATION LEAVE (DEC FIRE Only: 25% OF REMAINING BALANCE, AFTER 12 MONTHS) (765)	
VACATION LEAVE (MAY/NOV FPTEA CAREER P/T ONLY: UP TO 32 HOURS) _____ (765) # OF HOURS	
*****See your specific MOU for further details*****	

EMPLOYEE SIGNATURE _____ DATE _____

RETURN TO PAYROLL