

Accrued Leave Payout Application

Name: \_\_\_\_\_ EE#: \_\_\_\_\_

I understand that I am making a request to be paid for accrued leave under City Policy 6.20. My request is for the following reason:

Purchasing a primary residence with a down payment of \_\_\_\_\_.

Maintaining a current residence, which is facing foreclosure or eviction. The funds required to maintain residency is \_\_\_\_\_.

Purchasing a major essential item \_\_\_\_\_ with a purchase price or down payment of \_\_\_\_\_.

Education expenses for an eligible dependent student \_\_\_\_\_.

In accordance with the policy, I am requesting to be paid out the following:

Vacation Leave \_\_\_\_\_ hours, which after the payout will still have the minimum of 40 to 80 hours in my leave account after payment.

Sick Leave \_\_\_\_\_ hours, which after payout will still the minimum of 40 to 80 hours in my leave account after payment.

I have attached copies of closing papers, foreclosure or eviction notice, vehicle financing documents, receipts for the purchase of a major home appliance or repairs, or documents for educational expenses.

I understand that the above payout is subject to taxes. Furthermore, I understand that this request is limited to the terms and conditions set forth in the policy and misusing and/or abusing this policy, I may be subject to disciplinary action.

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Signature

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Date