

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.

Signature

Date