



City of Miami
PAYMENT FOR UNUSED VACATION LEAVE

REFERENCE: City of Miami Administrative Policy No. 2-87

INSTRUCTIONS:

- 1) This form is to be used by all employees.
- 2) Payment of up to a maximum of 40 hours per calendar year will be granted to an employee upon request by the employee. An employee can cash out up to 200 hours per calendar year on an emergency basis. Payment of vacation time does not substitute for an employee's minimum usage requirement.

1. Name:	2. Employee No:
3. Title:	4. Department:

5.

Employees requesting a payment of unused vacation hours up to 40 hours are to complete section 6. Employees requesting a payment of unused vacation hours up to 200 hours with emergency documentation provided are to complete section 7.

6. Request for up to 40 hours:

Summary: Total vacation hours _____ hours

Minus vacation buyback (_____) hours

Remaining vacation hours _____ hours

Employee's Signature _____ Date _____

7. Request for up to 200 hours with emergency documentation provided:

Summary: Total vacation hours _____ hours

Minus vacation buyback (_____) hours

Remaining vacation hours _____ hours

I attest that the documents provided are due to an emergency as stipulated in APM 2-87

Employee's Signature _____ Date _____

Approved
 Disapproved

Labor Relations Manager _____ Date _____

FOR LABOR RELATIONS USE ONLY

Previous payoff for current year _____

Employee must use _____ hours of vacation for year _____ to satisfy usage requirement per APM-2-87.

FOR FINANCE DEPARTMENT USE ONLY

Vacation purchase request received in Payroll by Monday of a pay week will be processed with the regular paycheck. Any forms received after will be processed on the following paycheck.