



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
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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
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☐ Approved
☐ Disapproved

_____ Labor Relations Manager	_____ Date
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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.