



Request For Conversion of Vacation Leave

Request may be turned in during May for payment in June.

Name: _____ Employee Number: _____

Department: _____

Date of Request: _____

Please specify how many Hours are to be converted to cash:

Vacation Hours: _____

Reminder: A maximum of 40 hours can be converted to provide that there remains a minimum balance of 40 hours in Vacation Leave.

Employee Signature: _____

Please return form to Kristal Rolan at City Hall as soon as possible.