



City and Borough of Sitka

100 LINCOLN STREET • SITKA, ALASKA 99835

**NONREPRESENTED
VACATION TO CASH CONVERSION
AUTHORIZATION**

To: Payroll
747-1825
747-0536 fax

From: _____

I would like to convert _____ hours of my accrued vacation time to cash, per section 8.15 of our Personnel Policies Handbook. I understand that I may receive payment for all or a part of my vacation leave in excess of one hundred and twenty (120) hours and that my leave balance will be reduced accordingly. Additionally, such payment does not eliminate the mandatory use requirements defined in section 8.11 of our Personnel Policies Handbook. There is a limit of two (2) conversions per calendar year.

Please specify if you would like to receive your cash out via check or direct deposit.

Check _____

Direct Deposit _____

Checks and/or Direct Deposit can take up to five (5) business days to process.

Employee Signature

Date

Department Head

Date

Thank You ☺