



City and Borough of Sitka

100 LINCOLN STREET • SITKA, ALASKA 99835

**IBEW 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 Article 12.1(G) of the IBEW Collective Bargaining Agreement. I understand that I may cash out up to one hundred and sixty (160) hours each fiscal year in no more than two (2) installments. Additionally, such payment does not eliminate the mandatory use requirements defined in section 12.1(A) of the IBEW Collective Bargaining Agreement.

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 ☺