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## General Union Request for Annual Conversion of Vacation Leave

Date \_\_\_\_\_

Employee name (please print) \_\_\_\_\_

I wish to cash in \_\_\_\_\_ hours of vacation leave per Agreement (General Government); by and between The City of Port Townsend and Local Union No. 589 of the International Brotherhood of Teamsters, Effective January 1, 2022 through December 31, 2024.

### Article 10.4 Annual Conversion of Vacation

1. An employee may elect to convert up to two weeks (80 hours) of their vacation accrual once each year into a cash payment at the employee's straight time rate. The remaining vacation must be taken as time off.
2. The employee must provide written notice to the Finance Director before the first workday in September of the year in which the employee intends to convert excess vacation leave to monetary compensation or a qualified deferred compensation plan. No funds will be moved from the vacation accrual bank without timely notice (30 days).

**The employee must use at least 40 hours of vacation leave during the calendar year (leave not be consecutive): List dates of one week (40 hours) of vacation taken:**

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**Please check your election below:**

Monetary compensation

Deposit into a qualified deferred compensation plan

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Employee Signature

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Department Head Signature

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Finance Director Signature

**Please submit to the Finance Director per contract Article 10.4.2  
Finance Director will forward to Payroll Administrator**