



Date of Request

Vacation Leave Conversion

Name

Employee #

Department

Section 4:3 of the Fairfield County Personnel Policy Manual states the Vacation Leave Conversion Policy.

Once per calendar year, every employee not in a probationary status, shall elect to be paid at his/her regular straight-time hourly rate in effect, up to one year's accrual of vacation leave at the employee's current rate, on a one-for-one basis. Election for payment must be made in full one-hour increments.

Service Time	Vacation Time Earned Each Year
Less than 6 months of public service	0 weeks
At 6 months of public service	1 week
At 12 months of public service	2 weeks
At 60 months of public service	3 weeks
At 120 months of public service	4 weeks
At 180 months of public service	5 weeks

Request for Payout:

Current Vacation Balance:

Future Pending/Approved Vacation Hours for current year:

Number of vacation hours you would like to elect for payout (max of 1 year accrual total):

Remaining Vacation Balance:

I acknowledge and approve the payout request and/or carry over request. If my remaining balance is greater than the maximum accrual level of 3 years in accordance with Section 4:3 and the Personnel Policy Manual, I will verify a plan of action to ensure compliance with my department head.

Employee Signature

Date

Department Head/Elected Official/Designee Signature

Date

Office Use Only:

Ticket Request Date:

Pay Date Reflected: