

Financial Services Department

Phone : (321) 608-7010 | Fax: (321) 608-7048



ANNUAL VACATION BUYBACK REQUEST (IAFF)

“34.4 - ONE TIME PER CALENDAR YEAR EMPLOYEES MAY CASH OUT UP TO ONE-HALF OF THEIR CURRENT ANNUAL ACCRUAL AT THE EMPLOYEE’S THEN CURRENT RATE OF PAY, PROVIDED THE RESULTING ACCRUED VACATION LEAVE BALANCE AFTER THE BUYBACK WILL REMAIN GREATER THAN 140 HOURS.”

PLEASE REMIT COMPLETED FORM TO THE PAYROLL DIVISION FOR PROCESSING. PAYMENT WILL BE MADE IN THE NEXT PAYROLL CYCLE AND BE ISSUED ON THE SAME DEPOSIT AS YOUR NORMAL PAID HOURS.

Employee Name: _____

Employee ID# _____ **Date of Hire** _____

Current Vacation Balance _____ (hours)

Requested Vacation Payout _____ (hours)

Remaining Vacation Balance _____ (remaining balance must be 140+ hours)

Employee Signature **Date**

Division Manager **Date** **Department Director** **Date**

FOR CITY OF MELBOURNE PAYROLL USE ONLY

Date Received _____

Revised Vacation Balance _____ (hours)

Paycheck processed _____