



City and Borough of Sitka

100 LINCOLN STREET • SITKA, ALASKA 99835

**ASEA 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 20.01(I) of the ASEA Collective Bargaining Agreement. I understand that I may receive payment for all or a part thereof of vacation 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 20.01 of the ASEA Collective Bargaining Agreement. There is a limit of two (2) conversions per calendar year.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date