



City and Borough of Sitka

100 LINCOLN STREET • SITKA, ALASKA 99835

**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 8.15 of our Personnel Policies Handbook. I understand that I may receive payment for all or a part thereof of vacation in excess of fifteen (15) days and that my leave balance will be reduced accordingly. Additionally, such payment does not eliminate the mandatory use requirements defined in section 8.11 of our Personnel Policies Handbook. There is a limit of two (2) conversions per year.

Employee Signature

Date