CITY OF DECATUR
VACATION PAYOUT REQUEST FORM

As an employee of the City of Decatur you are eligible for up to 40 hours of vacation payout if the needs of the City and/or Department preclude the taking of scheduled PTO. **PP 25.12**
This form must be completed and turned in to payroll by the end of the calendar year for the employee to be eligible for payout.

Employee Name
Department Director Name

Total Hours Requested to be Paid Out:	Supervisor Initial:
Total Hours Available:	Director Initial:
Total Hours Remaining:	City Manager Initial:

Please state reason(s) for your vacation payout request:

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All requests for Vacation Time Payouts will be considered by and granted at the discretion of the Department Director and provided the Personnel Policy guidelines, section 25.12 are followed.

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Employee Signature Date

_____

Department Director Signature Date

☐ **Approved** ☐ **Denied**