



Employee Name _____ Date: _____

REQUEST FOR ANNUAL LEAVE CASH OUT

Hours Requested _____ Hours Remaining _____

I have met all the requirements of the City of Mesquite personnel handbook for annual leave cash-out (8.1.5)

1. Employee makes application to the Department Head at least two weeks before the payment is desired.
2. The employee has taken at least five days of vacation during the twelve months prior to the request for cash out.
3. The employee will have a minimum of eighty hours of combined accrued, unused annual leave and administrative leave remaining after the cash out is made.
4. The employee has not yet received a payment for cashed out leave during the calendar year.

REQUEST FOR ACCRUED COMP TIME CASH OUT

Date of Request _____ Hours to Cash Out _____

Employee Signature

Employee Number

Department Head Recommendation

Finance Director (Funds Available)

City Manager

Date

Approved

Not Approved

Comment: _____

