



CITY OF CORAL GABLES
ANNUAL LEAVE PAYMENT REQUEST

Employee Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_ Department/Division: \_\_\_\_\_

IAFF/FOP EMPLOYEES

Is the payment request to be included in earnings for the calculation of retirement or DROP: \_\_\_\_ Yes \_\_\_\_ No

Is this request during the last year of employment prior to actual retirement: \_\_\_\_ Yes \_\_\_\_ No

If yes to any of the above questions, a copy of the retirement/DROP application is required to be submitted for verification along with this request.

I hereby request cash payment of \_\_\_\_\_ hours of earned and unused annual leave from my current leave balance as of this date of \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_, and to be computed at my present rate of pay. I understand that payment will be processed in compliance with the applicable collective bargaining agreement and as governed by applicable provisions of the City's Personnel Rules and Regulations.

SELECT SALARY GROUP THAT APPLIES:

Excluded employees: Per Rule 12.3.3.1 - Excluded employee who has accrued and earned annual leave may request payment of said accrued and earned annual leave, not to exceed sixty (60) hours one time per fiscal year at the rate of pay in effect at the time of the request.

Teamsters bargaining unit employees: A Teamster employee who has accrued and earned annual leave may request payment of said accrued and earned annual leave, not to exceed sixty (60) hours, at the rate of pay in effect at the time of the request, by September 30, 2017.

Part-Time employees: Per rule 31.3 - Regular part-time employees who work a minimum of 25 hours per week may request payment of accrued/earned annual leave not to exceed 30 hours at the rate of pay in effect at the time of the request, provided such request is made no later than September 30th, 2015 (or as amended every fiscal year). Regular part-time employees who work between 15 to 24 hours per week may request payment of accrued/earned annual leave not to exceed 15 hours at the rate of pay in effect at the time of the request, provided such request is made no later than September 30th, 2015 (or as amended every fiscal year).

IAFF bargaining unit employees: Per Article 14 of the collective bargaining agreement, employees who have accrued and earned annual leave, may request payment of said accrued and earned annual leave, not to exceed one hundred forty four (144) hours, (one hundred twenty [120] hours for employees on a 40 hour work week). The aforementioned option may not be invoked more than once in any (1) leave year. During the last fiscal year of service with the City, an employee may request to sell up to a total of 160 hours of accrued annual leave. This option may result in a second request and payment for sale of leave during the last fiscal year of employment but not to exceed 160 hours. The fiscal year for annual leave accounting purposes ends on the final day of the last full pay period in September. Any taken after that date will be considered as being used in the following fiscal year.

FOP bargaining unit employees: Per Article 31 of the collective bargaining agreement, any employee covered, who has accrued and earned annual leave, may request payment of said accrued and earned annual leave not to exceed eighty (80) hours, at the rate of pay in effect at the time of the request. All such payments must be requested in full hour periods. The aforementioned option may not be invoked more than once in any one (1) leave year. (Note: leave year considered as fiscal year from October 1 to September 30). The member may request payment of said earned accrued annual leave balance, or portion thereof, not to exceed one hundred and sixty (160) hours, at the rate of pay in effect at the time of the request, during the last year of employment prior to actual retirement.

Please refer to actual agreement and/or policy for controlling language.

Employee Signature

Date

Note: Requests received by the Finance Department after 2:00 P.M. on Thursdays prior to the payroll ending date, will be processed in the next payroll period.

--- FINANCE PAYROLL USE ONLY---

\_\_\_\_ 1ST \_\_\_\_ 2ND SELL THIS FISCAL (Attach supporting sell of leave report)

EMPLOYEE HAS EXERCISED THE RIGHT TO SELL ANNUAL LEAVE DURING THE APPLICABLE DATES OF THE CURRENT FISCAL YEAR: \_\_\_\_ YES \_\_\_\_ NO If yes, provide date: \_\_\_\_\_ Number of hours sold: \_\_\_\_\_

PROCESSED BY PAYROLL SPECIALIST: \_\_\_\_\_ DATE: \_\_\_\_\_