

Vacation/Paid Leave Payment Request Form

Deferred Compensation/457 Plan Election: Pre-tax or After-tax Roth Provision

I hereby request to be paid _____ hours of vacation or paid leave time accrued but not used. I participate and qualify under the following vacation program and have met all the buy-out requirements listed under the checked box.

This form is used to **elect** deferral to my Deferred Compensation/ 457 Plan pre-tax or after-tax Roth provision. You are allowed one election per quarter and it is subject to the annual limits for the plan year. If you have questions, contact Human Resources at ext. 5030. **(Check your group below & one 457 option below)**

Miscellaneous Management /APMA **Police Safety Management Employee**

*My request allows me to purchase vacation hours anytime throughout the year, provided I have used eighty (80) hours vacation in the previous twelve (12) months and my vacation balance does not drop below eighty (80) hours. APMA members require forty (40) hours usage in prior 12 months. **Your Department Head must approve this form.***

APA (Safety) Employee

*My request allows me to purchase up to eighty (80) accrued Paid Leave Hours once per quarter, provided I have used a total of forty (40) hours of Paid Leave during the previous twelve (12) months and my balance does not drop below one hundred seventy five (175) hours. **Your Department Head must approve this form.***

AMEA/Confidential Employee

*My request allows me to purchase either two separate buy-outs of sixty (60) hours or 1 buy-out of one hundred twenty (120) hours per year, provided I have used forty (40) hours vacation in the previous twelve (12) months and my vacation balance cannot drop below forty (40) hours. **Your Department Head must approve this form.***

Fire Safety Management Employee

*My request allows me to purchase vacation hours anytime throughout the year, provided I have used forty (40) hours vacation in the previous twelve (12) months and my vacation balance does not drop below eighty (80) hours. **Your Department Head must approve this form.***

AFA (Safety) Employee

*My request allows me to purchase vacation hours anytime throughout the year, provided I have used forty (40) hours vacation in the previous twelve (12) months and my vacation balance does not drop below eighty (80) hours. **Your Department Head must approve this form. And/or***

My request allows me to purchase in excess of two hundred forty-five (245) Paid Leave hours for a maximum of four such payments per calendar year within limits established by contract.

Election to defer to my 457 Plan **Pre-tax option**. It is not reportable or taxable income due to the pre-tax category status. The full net proceeds will deposit into your 457 account on file.

Election to defer to my 457 Plan **After-tax Roth Provision**. It is fully reportable and taxable income due to Roth provision requirements. The after-tax amount will deposit into your 457 account on file.

(25% FIT, 6.6% SIT, if applicable 1.45% Medicare plus any other taxes required by law will be withheld)

I have read and understand the above information regarding the plan definitions. We certify that the employee has met all the terms and requirements stated above and the information was verified. This form is not valid unless signed and approved by the authorized Department level signatures and the Deferred Compensation representative. If choice is not elected above, the default will be your Pre-Tax account.

Employee Name (Please Print)

Employee ID Number

Employee Signature

Date

Executive/Department Head /Middle Mgt.

Authorization Date

Deferred Compensation Authorization

Date

****Deferred Compensation will send the completed form to the Payroll Department MS#625 ****

Page Code: TADJ	Hours Total	Processed by:
Use deferred codes or non deferral codes and OTDED offset		PPE:

Buy-out Program – Vacation or Paid Leave 2018 Quarterly Deferral Schedule

Miscellaneous Management, Police and Fire Safety Management,
APMA, Confidential, AMEA, APA and AFA Safety Employees

<u>Quarter</u>	<u>Form due to HR</u>	<u>Effective PPE</u>	<u>Effective Payday</u>
1 st 2018	12/29/2017	01/11/2018	01/19/2018
2 nd 2018	03/30/2018	04/19/2018	04/27/2018
3 rd 2018	06/29/2018	07/12/2018	07/20/2018
4 th 2018	09/28/2018	10/18/2018	10/26/2018