

Section 15.05 Appendix E – Compensatory Time Cash-Out Request Form

COMPENSATORY TIME CASH-OUT REQUEST FORM

Purpose: This form is to be used whenever an employee has accumulated compensatory time hours and would like to cash-out (e.g., be paid for) all or a portion of those hours. Completed forms must be submitted to the Finance Department by the last day of the pay period requesting payment, or earlier. Forms received after the cutoff will be processed in the next regularly scheduled payroll process.

Employee Name: _____ **Department:** _____

Current Comp Time Balance (hours): _____

Total hours requested to be paid out: _____

Estimated Comp Time Balance after cash-out: _____

I am hereby requesting that they city redeem the compensatory time recorded above and include in the next payroll cycle. Should my current balance be insufficient in order to be honored, I agree to accept the redemption of whatever reduced amount would be required in order to maintain compliance with any city policies.

Employee Signature

Date

Supervisor Signature

Date

Finance Use Only:

Current Balance : _____

Comp Hours Redeemed: _____

Adjusted Balance: _____