



City & Borough of Wrangell Vacation Cash Out Request Form

Employee: _____

Emp. # _____

Criteria for Vacation Cash Out:

- Employees can only request a cash out once a year.
- Employees can only request 40 hours of vacation to be cashed out.
- Approval is at the discretion of the Borough Manager to determine if the request is in the Borough's best interests.
- Cash out requestss will be processed in conjunction with he next regularly scheduled payroll after approval.

PLEASE NOTE: Vacation cash out wages are subject to federal tax withholding, SBS, and Medicare, but are not included in PERS wages.

Current Vacation Balance: _____ Amount of Hours to be cashed in: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Borough Manager Signature: _____ Date: _____

Human Resources: _____ Date: _____