

**CITY OF LYNWOOD
MBG VACATION CASH OUT**

The Management Memorandum of Understanding Article XX allows for a compensable buy back not to exceed one hundred (100) hours per calendar year.

Payment request shall be submitted no later than the 1st Thursday in November in order to be considered and shall be included in the check for the first pay period ending December provided the funds are available. Deviations from the MOU policy are discouraged.

Please complete the information and indicate which accruals you will be using by checking the appropriate boxes below, writing and signing your name, and date. Completed form must be submitted to the Human Resources Department for verification.

Date of your last buy back:

How many hours did you request?

Number of buy backs during this current calendar year:

How many hours do you currently have in the books?
 Vacation Personal Holiday Admin

 Please complete the appropriate boxes:

<input type="checkbox"/> 40 hours	<input type="checkbox"/> Vacation	<input style="width: 80px; height: 25px;" type="text"/>
<input type="checkbox"/> 80 hours	<input type="checkbox"/> Personal	<input style="width: 80px; height: 25px;" type="text"/>
<input type="checkbox"/> 100 hours (maximum)	<input type="checkbox"/> Administrative	<input style="width: 80px; height: 25px;" type="text"/>
	<input type="checkbox"/> Holiday	<input style="width: 80px; height: 25px;" type="text"/>

Print Employee Name: _____ Emp. #

Employee Signature: _____ Date: _____

Verified by HR/Payroll: _____ Date: _____
Print Name & initial

Executive Approval

 Department Head

 Date

 Human Resources Director

 Date

 City Manager

 Date