



**VACATION DAYS REDEMPTION APPLICATION  
FOR  
12 MONTH CIVIL SERVICE EMPLOYEES**

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

CLOCK ID#: \_\_\_\_\_

***Please note:***

- **Employees with a minimum of ten (10) years of service, who are otherwise entitled to vacation days, may redeem available vacation day accruals**
- **5 day increments only**
- **All vacation days redeemed will be taxed at the legally required rates for “Supplemental Wages” irrespective of how many days (5 – 10) are redeemed at one time. These days will be included in your regular paycheck, but will not change the tax rates on your regular wages**

Number of days to be redeemed: \_\_\_\_\_ (Minimum (5) **FIVE**, Maximum (10) **TEN**)

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

-----

\_\_\_\_\_  
Personnel Administrator

\_\_\_\_\_  
Date

FINANCE VERIFICATION: \_\_\_\_\_