

Melbourne Police Department
Vacation or Comp Time Pay Out Request

Employee Name _____

MUNIS # _____

ID # _____

Current Available Vacation Hrs _____

Current Available Comp Hrs _____

Vacation Hours Requested _____

Comp Time Hours Requested _____

PAYMENT WILL BE ON YOUR NEXT CHECK

Employee Signature _____

Supervisor Signature _____

Payroll Verification _____

Commander Signature _____

Deputy Chief of Police Signature _____

Chief of Police Signature _____

PER PBA CONTRACT ARTICLE 24.6 - One time per calendar year, employees may cash out up to 40 hours of vacation or compensatory time at the employees' then current rate of pay.