

TEHAMA COUNTY BOARD OF SUPERVISORS AGENDA REQUEST FORM
AGENDA DATE May 23, 2017

CONSENT DEPARTMENT/DIVISION: Jail

REQUEST FOR VACATION PAY IN LIEU OF VACATION TIME OFF

I request pay for 40 hours of accumulated vacation or PTO leave in lieu of time off.
I am represented by and meet the requirements of the bargaining unit MOU or contract marked below:

DSA MOU Article 21.8

- 1) Completed 5 years of service;
- 2) Current vacation accruals at least 120 hours;
- 3) Have not requested this fiscal year (one request per fiscal year);
- 4) May request up to 40 hours of accumulated vacation time.

LEMA MOU 21.9

- 1) Completed 5 years of service;
- 2) Have not requested this calendar year (one request per calendar year).
- 3) May request up to 60 hours of accumulated vacation time.

POBU MOU Article 20.8

- 1) Completed 5 years of service;
- 2) Current vacation accruals at least 120 hours;
- 3) Have not requested this fiscal year (one request per fiscal year);
- 4) May request up to 40 hours of accumulated vacation time.

Joint Council MOU Article 27.9

- 1) Completed 5 years of County service;
- 2) Have not requested this fiscal year (one request per fiscal year);
- 3) Used, as time off, 50% of annual vacation accrual;
- 4) May request up to 40 hours of accumulated vacation time.

Management Employees' MOU Article 23.9

- 1) Completed 5 years of service;
- 2) Have not requested this calendar year (one request per calendar year);
- 3) May request up to 60 hours of accumulated vacation time.

Contract Employees Contract/Agreement Number _____

- 1) Completed 5 years of service;
- 2) Have not requested this calendar year (one request per calendar year);
- 3) Section Number _____ of my contract states that I may request up to _____ hours of accumulated Personal Time Off (PTO)

I request to receive the pay on the regularly scheduled pay date of: 6.10.17
(Pay date requested must be subsequent to the Board meeting date.)

Marion Knox

Employee Name Printed

Marion Knox
Employee Signature

051617
Date

Recommended By:

102

051617

Department Head or Authorized Representative

Date