

MACOMB COUNTY

Human Resources and Labor Relations Department

1 South Main Street, 6th Floor, Mount Clemens, MI 48043 • Phone (586) 469-5280 • Fax (586) 469-6974

ANNUAL LEAVE/PTO CONVERSION

EMPLOYEE NAME: _____
Please Print

EMPLOYEE ID#: _____

I understand that to request Annual Leave/PTO conversion to cash, I must have an available Annual Leave/PTO balance of one hundred and twenty (120) hours at the time of the conversion request, February 2, 2018.

I authorize Macomb County to convert to cash payment the following Annual Leave/PTO hours from my bank of available hours:

_____ Hours of Annual Leave/PTO, up to
40 hours

I understand that this conversion to cash of Annual Leave/PTO hours is final and binding. The Annual Leave/PTO conversion will be paid in a regular paycheck no later than the second pay date in March 2018, subject to all normal deductions. I acknowledge that if I do not have an Annual Leave/PTO Bank of one hundred twenty (120) hours on February 2, 2018, this request will not be processed.

FORMS MUST BE COMPLETED AND RETURNED TO HUMAN RESOURCES AND LABOR RELATIONS NO LATER THAN FEBRUARY 2, 2018

Employee Signature

Date

Human Resources and Labor Relations Approval

Date

Finance/Payroll Processing

Date