



City of Beeville  
Payroll Department

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**Pay in Lieu of Vacation Request Form**

**FY Oct -Sept.**

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

Department: \_\_\_\_\_

Name: \_\_\_\_\_ Emp. #: \_\_\_\_\_  
Print

VAC SOLD (hours): \_\_\_\_\_  
Maximum hours that can be sold per FY are 24

Date of Hire: \_\_\_\_\_

**6.3. Vacation Leave**

An employee must complete six (6) months of employment with the City before taking vacation leave or receiving "Pay-in-Lieu of Vacation." Pay in Lieu of Vacation allows an Employee to "sell back to the City" up to 3 days of vacation per fiscal year. Payment will be based on the current hourly rate for hourly employees; and will be calculated for salaried employees by dividing the annual salary by 2,080 hours to determine the "hourly pay rate" and multiplying the number of hours of vacation leave to be paid.

***(Available Window of Opportunity): October 1 – Last Pay Day in September***

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_