
CITY OF BEEVILLE

TO: CITY STAFF
FROM: KRISTINE HORTON, FINANCE DIRECTOR
DATE: 9/20/2023
SUBJECT: VACATION SOLD DATES

Below is the schedule to turn in vacation sold forms and the pay date.

Vacation Form Due to Payroll Office	Vacation Sold Pay Date
10/10/2023 (Tuesday)	10/17/2023 (Tuesday)
11/7/2023 (Tuesday)	11/14/2023 (Tuesday)
12/5/2023 (Tuesday)	12/12/2023 (Tuesday)
1/16/2024 (Tuesday)	1/23/2024 (Tuesday)
2/13/2024 (Tuesday)	2/20/2024 (Tuesday)
3/12/2024 (Tuesday)	3/19/2024 (Tuesday)
4/9/2024 (Tuesday)	4/16/2024 (Tuesday)
5/7/2024 (Tuesday)	5/14/2024 (Tuesday)
6/4/2024 (Tuesday)	6/11/2024 (Tuesday)
7/2/2024 (Tuesday)	7/9/2024 (Tuesday)
8/13/2024 (Tuesday)	8/20/2024 (Tuesday)
9/10/2024(Tuesday)	9/17/2024 (Tuesday)

Another thing to remember you can only sell up to 24 hours per fiscal year. What that means is if you sell all your hours in October you will not be able to sell again until next October. The City's fiscal year runs from October 2023 to September 2024. If you have any questions regarding the changes, please let us know.

Respectfully,

Kristine Horton