

Village of Mount Prospect
Mount Prospect, Illinois



Personal/Vacation Reimbursement Request Form

Employee Name _____ Department _____

Village employees may carry over one (1) year of accumulated **Personal Time** from one calendar year into the next calendar year. Sworn Police Officers may carry over two (2) years' accumulation of **Personal Time** from one calendar year into the next calendar year. Any **personal hours** above the maximum number allowed to be carried from one calendar into the next will be removed from the employees' total accumulated **Personal Time** on December 31 annually.

Police Union employees may carry one (1) year's accrual of **Vacation Time** into a new calendar year. All other employees may carry a maximum of two (2) years of accrued **Vacation Time** into a new calendar. Each employee must be below the maximum carry over limit on December 31 each year to avoid excess **Vacation Time** above the maximum carry over limit being removed from the employee's total accumulated hours.

	<u>Personal</u>	<u>Vacation</u>
Number of Hours Accumulated as of 12/31/___:	_____	_____
Maximum number of Hours Allowed:	_____	_____
Number of Hours Available for Cash as of 12/31/___:	_____	_____

Number of Hours Employee Desires to Exchange for Cash: _____

I have read the policies above and wish to cash out the number of hours listed in the columns above.

Date

Signature

April 2017