



CITY OF CLEARWATER
EMERGENCY – HURRICANE HELENE
CLASSIFIED NON-SAMP SELL BACK
FORM DUE BY NOVEMBER 15, 2024

To: Department Payroll Preparer

DATE: _____

EMPLOYEE: _____

EMPLOYEE ID#: _____

Due to Hurricane Helene, the City will open the Classified Non-SAMP Vacation Sell Back period early as a disaster relief measure for impacted employees and their families. **In no event will the employee be allowed to sell back more than 120 leave hours per year.** This form would supersede any previous forms submitted.

As an employee impacted by Hurricane Helene, I am requesting to sell back the following hours of leave.

_____	Vacation Hours
	Immediately after this sell back, my vacation accruals will still have a balance of <i>at least 40 hours.</i> (<i>or 37.5 hours if I work 37.5 hours a week.</i>)
_____	Floating Holiday Hours
_____	TOTAL HOURS (up to 120 hours, or 112.5 hours if I work 37.5 hours a week)

I understand that this request can only happen once per fiscal year, regardless of the number of hours sold.

I realize this contribution is irrevocable, and the time will be taken from my vacation/floating holiday accruals. The accrued hours sold will be paid out to me at my hourly base rate of pay in effect during the pay period the payment is processed.

How were you impacted by Hurricane Helene: _____

City may request verification documents for Owner/Occupancy. For more info click on this [link](#).

Employee Signature

Date

This request must be provided to the **Payroll** division of the Finance department on or before **November 15, 2024**.

PAYROLL USE (Department & Finance)

Verified – Dept Preparer

Employee has at least 37.5 - 40 vacation accrual hours after vacation sell back _____

Department Director Initials _____

Please circle: Approved

Denied (see reasons below)

Approver Signature (Finance Payroll Tech II/Payroll Div Manager)

Date