

Manchester City Schools  
Retained and Unused Vacation Days Redemption Request

\_\_\_\_\_ I am giving my 30 days notice that I would like to redeem my retained and unused vacation days in a lump sum one-time payment. I would like this payment to appear on my \_\_\_\_\_ payroll check. I  
(Indicate Month)  
understand that my retained and unused vacation days shall be redeemed at my daily rate of pay as of June 30, 2006. I further understand that once the redemption process has begun it may not be halted.

\_\_\_\_\_ I am giving my 30 days notice (**on or before May 31<sup>st</sup>**) that I would like to redeem my retained and unused vacation days in twelve (12) monthly payments over the next fiscal year. I understand that my retained and unused vacation days redemption will be added to my monthly payroll check over the next fiscal year with the first installment to be paid in July of the fiscal year starting after my 30 days notice. I understand that my retained and unused vacation days shall be redeemed at my daily rate of pay as of June 30, 2006. I further understand that once the redemption process has begun it may not be halted.

\_\_\_\_\_  
Employees Printed Name

\_\_\_\_\_  
Employees Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Date