

Dept # _____

County of Lake
Office of the Auditor-Controller/County Clerk
Vacation Cash Out (VCO) – Pay Code 60 / Project Code COVIDA
COVID-19

To: Payroll

Employee: _____

Per Board of Supervisors Resolution No. 2020-34, effective April 3, 2020, I am requesting a Vacation Cash Out, up to two (2) months of my accrued vacation balance.

I certify that I am an Essential Employee, as outlined by the State Public Health Officer "Essential Critical Infrastructure Workers During COVID-19 Response".

I certify that I am within twenty (20) hours of the maximum accrued vacation time and am at risk of losing future accruals due to the continuing need to work during the COVID-19 Shelter in Place order.

All VCO requests must be submitted to the Auditor-Controller/County Clerk's office no later than May 1, 2020.

All VCO requests, timely submitted and approved, shall be paid on June 1, 2020.

Requested number of Vacation Cash Out Hours: _____

Employee Signature

Date

I have reviewed this employee request and approve the facts as stated.

Department Head Signature

Date

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Payroll Use Only

Date Code Set Up

PR Deputy Initials