



Human Resources Department
Request For Vacation Leave Credit – Executive Management

Employee Number: Employee Name: Date:

IN CONFORMANCE WITH ARTICLE 8.8.J. OF THE EXECUTIVE MANAGEMENT EMPLOYEES' MOU. THE CITY MANAGER MAY GRANT EMPLOYEES THE ACCRUAL RATE FOR VACATION CIMUMENSURATE WITH THE EMPLOYEE'S TOTAL COMBINED LOCAL GOVERNMENT (CITIES, COUNTIES) SERVICE.

1. Experience prior to the City of Richmond which I believe qualifies for vacation credits:

Previous Employer: Position Title: Dates of Employment: Description of duties:

**Please attach current resume with dates that include month and year(s) of service.

2. Total amount of experience qualifying for additional vacation credit:

3. Date of original hire with the City:

4. Current position with the City:

EMPLOYEE SIGNATURE

For Human Resources Management Department use only:

Total vacation years approved by Human Resources Dept: New vacation accrual date: Approved by: Date approved:

DIRECTOR OF HUMAN RESOURES SIGNATURE

DATE

CITY MANAGER SIGNATURE

DATE