



Human Resources Department
Request For One-time Vacation Credit – Executive Management

Employee Number: Employee Name: Date:

IN CONFORMANCE WITH ARTICLE 8.8.D OF THE EXECUTIVE MANAGEMENT EMPLOYEES' MOU. THE CITY MANAGER MAY AUTHORIZE NEWLY APPOINTED EXECUTIVE EMPLOYEES WITH A ONE-TIME CREDIT NOT TO EXCEED EIGHTY (80) HOURS UPON HIRE DATE. ELIGIBLE TO USE AT TIME OF HIRE.

In conformance with Article 8.8.D of the Executive Management Employees' M.O.U. I request a one-time credit of eighty (80) hours upon my hire with the City of Richmond, which will be eligible for use at the time hire.

1. Date of hire with the City:

2. Current position with the City:

EMPLOYEE SIGNATURE

For Human Resources Management Department use only:

APPROVED: DENIED:
Approval/Denial Date: _____

DIRECTOR OF HUMAN RESOURCES SIGNATURE

DATE

CITY MANAGER SIGNATURE

DATE