



REQUEST FOR USE OF RETIREMENT LEAVE

I, _____, am requesting approval to commence Retirement Leave prior to my official retirement date of _____. I would like to begin Retirement Leave on _____ and end on _____ using a total of _____ Retirement Leave hours.

I understand that these hours must be taken consecutively and that I must be available for consultation during the entire Retirement Leave period. Furthermore, I know that I must exhaust all of my PTO Hours first before I am allowed to use Banked Sick Leave hours.

Current balance of PTO Hours: _____ Current balance of Banked Sick Leave hours: _____

Signature

Date

The following requirements have been verified for the above request:

_____ Official retirement date submitted in writing to Human Resources Department

_____ PTO balance verified: _____ Total Hours

_____ Banked Sick Leave balance verified: _____ Total Hours

_____ Employee has worked for the BOCC for at least 5 years: _____ Start Date

_____ Employee is retiring voluntarily and is in good standing: _____
Department Name

_____ Took PTO payout upon entering DROP: Yes _____ # of Hours: _____ No _____

Chief Human Resources Officer

Date

Your request is: _____ **Approved** _____ **Denied**

County Manager

Date