

COUNTY OF DUKES COUNTY

Unused Vacation Days Payout

Name _____ Date _____

Department _____

Position: _____

Grade _____ Step _____ Hourly Rate \$ _____

Date of Hire: _____ Date of end of employment _____

Vacation Hours Balance after last processed payroll (See attached Report): _____

Vacation hours used during final payroll: _____

Vacation hours accrued on final payroll: _____

Total vacation hours to be paid: _____

Value of vacation hours to be paid: _____ x hourly rate = \$ _____

Employee Signature

Department Head Signature

County Manager Signature

cc: County Treasurer