

CITY OF BIRMINGHAM FURLOUGH ROLLOVER FORM

TO: Finance Department – Office of Payroll & Pension Administration

FROM: _____

DEPT: _____

DATE: _____

RE: Vacation, Compensatory and/or Holiday Overtime Pay Deferral Election

(**Note:** This election must be made no later than September 10, 2020, in order to qualify for the deferral. If the election is not timely made, any vacation, comp or HOT time remaining will be paid out.)

I hereby elect to have the pay for my accrued Vacation hours paid into my Deferred Compensation (457) Retirement account with:

_____ Nationwide Retirement Solutions

_____ AXA Equitable

THIS SECTION TO BE COMPLETED BY DEPARTMENT'S PAYROLL COORDINATOR:

Employee's last day on payroll is: _____

Employee accumulated _____ Vacation hours as of the last day on payroll.

(**NOTE:** Maximum number of hours allowed in Vacation category is 320)

Employee accumulated _____ **Compensatory** ("Comp time") hours and/or _____

Holiday Overtime ("HOT time") hours as of the last day on payroll.

(**NOTE:** Maximum # hrs allowed in Compensatory Time or Holiday Overtime category is 80)

Verified by: _____ **Date:** _____

DISTRIBUTION-Original should be sent to Central Payroll to the attention of the Payroll & Pension Administrator. Copies should be distributed as follows: Employee, Payroll Coordinator, Pension Coordinator, and Retirement Account Representative