City of Birmingham, AL
VACATION LEAVE BANK REQUEST FORM

I. EMPLOYEE INFORMATION:		
First Name:	Last Name:	MI:
Employee ID:	Job Title:	
Phone Number:	Email Address:	
Department:	Supervisor:	

II. VACATION LEAVE REQUEST

I am a member of the City of Birmingham's Vacation Leave Bank and I am requesting vacation leave from the Vacation Leave Bank due to a non-job related personal catastrophic, disastrous, or devastating event or paid maternity/paternity leave. I have exhausted my accrued sick, vacation, and other paid leave (not required for maternity and paternity requests). I have attached an attested statement describing the need for this request including the dates of the anticipated leave/event. I understand completion of this form does not guarantee vacation leave benefits.

Total number of vacation leave hours requested: _____

a. Have you previously received vacation leave from the Vacation Leave Bank? ☐ Yes ☐ No (select one)

b. Have you applied for, or do you plan to apply for retirement within the next three months? ☐ Yes ☐ No

c. Last day worked: _____ (date must be listed)

d. Expected return to work date: _____ (date must be listed)

e. The reason for this request is for: ☐ Catastrophic Event ☐ Maternity/Paternity Leave

I am requesting vacation leave from the Vacation Leave Bank for the following reason:

I certify that the information given in this request is correct and complete. I am aware that should any investigation show any material misrepresentation of facts, I will not be considered for Vacation Leave Bank benefits. I understand that vacation leave benefits are not automatic, and each case will be reviewed individually.

Employee's Signature _____ Date _____

A statement stating the nature of the request must be attached to be considered for review.

LEAVE BANK COMMITTEE USE ONLY

Request: _____ Approved Number of Hours Approved: _____

_____ Denied, Reason: _____

_____ _____

Authorized Signature Date

Return form to Human Resources, City Hall, 8th floor, Fax: (205) 297-8010 or Email: leavebank@birminghamal.gov