



County of Ventura
Resignation of Employment
(for purposes of vacation redemption in year _____)

Employee Name: _____

Employee ID Number: _____

Agency/Department: _____

Job Title: _____

Bargaining Unit: _____

The County's Vacation Redemption policy states that redemption of vacation/annual leave hours accrued in a prior calendar year is not allowed, however a temporary* exception to this restriction applies to employees who submit this form. This exception does not remove the requirement for the employee to make an irrevocable election to receive cash in lieu of vacation/annual leave hours in the calendar year prior to the calendar year in which the employee wishes to redeem the vacation/annual leave hours for cash.

I hereby resign my employment with the County of Ventura as of

_____, 20_____.
Month/Day (Note: Resignation Date must fall in same calendar year as date of leave redemption) Year

Employee Signature

Date

**This exception will expire on January 1, 2018, for employees who are entitled to a Tier I or Safety retirement, and on December 31, 2020, for employees entitled to a Tier II retirement.*

Submit completed form to the County Executive Office, HR/Benefits, 800 S Victoria Avenue, #1970, Ventura, CA 93009.

OFFICE USE ONLY (PLEASE DO NOT WRITE IN THIS BOX)

I hereby accept the resignation of _____ effective _____, 20_____.

Employer Signature

Date