



Request for Early Disbursement Of Retention Benefits

Attached is my letter of resignation from County employment indicating my last day is

(Date)

I am requesting early payment of the Retention Benefits that I have earned. My request is no more than 6 months prior to the date of my resignation. I realize that I will be paid the Retention Benefit based on my eligible years of service as of today's date. Should I become eligible for additional retention days after today's date but before my date of resignation, those days will be paid at the point I pass the threshold of eligibility.

Employee Signature: _____

Print Name: _____

Date: _____

*****Please include your requested retention pay schedule below:**

Pay Date Requested	Retention Requested (in hours)