

**FINANCIAL HARDSHIP DECLARATION**

To: **Financial Hardship Review Board**

From: \_\_\_\_\_  
(please print)

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

I respectfully request to sell \_\_\_\_\_ hours of my accrued vacation time (**member must leave at least 40 hours of accrued hours on the books**) at my hourly rate of \_\_\_\_\_ for a gross total of \_\_\_\_\_, to be reduced by Federal Income Tax and F.I.C.A.

This money is necessary to cover expenses incurred due to the following circumstances (check all which apply):

- \_\_\_ Death of family member
- \_\_\_ Unexpected illness/surgery
- \_\_\_ Loss of property (fire, flood, theft).
- \_\_\_ Purchase of primary residence
- \_\_\_ Change in family status (divorce, birth, adoption)
- \_\_\_ Other (Must attach complete written explanation)

I have attached documentation to substantiate the above indicated situation and understand that a telephone conference may be conducted to confirm the necessity for the sale of my vacation hours.

I further understand that at the discretion of this board I may be required to meet with Consumer Credit Counseling Services of South Florida prior to disbursement of the funds requested.

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**For Board Use Only:**

Date Received: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

Action: \_\_\_\_\_

Human Resources      Date

Approved

Denied

Finance Division      Date

Approved

Denied

Internal Affairs      Date

Approved

Denied

**OFFICE USE ONLY**  
Vacation Balance \_\_\_\_\_