



Longevity Selection Form
Complete and return form to Human Resources

Thank you and congratulations on your years of service to the City of SeaTac. You are receiving this form to complete and turn into Human Resources with your annual longevity selection.

Completed Years of Service	Monetary selection – monetary payments will be made in semi-monthly payroll payments	Floating Holiday – to be added to the employee’s leave bank on the employee’s service anniversary date and must be used within one year of receipt and cannot be cashed out
5 – 10 Years	\$50 monthly	8 Hours
11 – 15 Years	\$75 monthly	12 Hours
16 – 20 Years	\$100 monthly	16 Hours
21 – 25 Years	\$125 monthly	20 Hours
26 + Years	\$150 monthly	24 Hours

You have completed _____ Years of Service. Please make your selection below, sign, date, and return this form to Human Resources **30-days before** your anniversary date or you will automatically be provided the monetary selection. This is a hard deadline.

Monetary

Floating Holiday Hours

Print your name – clearly

Signature

Date Signed

Route to Human Resources, Jaimon Parramore via interoffice mail or via email at jparramore@seatacwa.gov.

CC: Personnel file
Payroll