



REQUEST FOR VACATION BUY-OUT

Purpose: This form is used by employees requesting payment for accrued vacation in lieu of time off. In accordance with the Policy and Procedures Manual (304.00). See instructions below for completing this request.

To be completed by employee:

Employee Name: _____

Date of Request: _____

Vacation Buy-out

Calculation:

Current vacation (hours): _____

Expected Vacation Hours as of :

+ April 30th _____

OR

+ October 31st _____

- Buy-out (hours): _____

= **Balance remaining:** _____

Hourly rate X 75% _____

Employee Signature: _____ Date: _____

To be completed by Human Resources:

Vacation buy-out request conforms to P&P 304.00 and vacation hours are verified:

_____ Date: _____

Human Resources Approval

_____ Date: _____

Executive Approval

Submit to HR for processing.

INSTRUCTIONS FOR COMPLETING FORM

1. Enter the date of the request and your name.
2. Enter your current vacation balance (in hours) as of the date of this request.
3. Enter vacation buy-out hours requested.
4. Enter the balance remaining after buy-out (current available vacation less buy-out)
5. Sign, date and deliver completed form to Human Resources for processing.

NOTE: HR will include payment in the next payroll check run if request is submitted during the normal time card deadline for that pay period (1st or 16th of the month) . Employees requesting buy-out of unused vacation hours will receive payment on a regular Payroll check. Federal and state withholdings and any 403(b) contributions apply in all cases.