

# 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 (HR-006). See instructions below for completing this request.

## To be completed by Employee:

Date of request: \_\_\_\_\_ Employee (print): \_\_\_\_\_

Vacation buy-out calculation:

Current vacation (hours): \_\_\_\_\_ \*

- Buy-out (hours): \_\_\_\_\_ \*

= Balance remaining: \_\_\_\_\_ \*

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

## To be completed by Human Resources:

Vacation buy-out request conforms to HR-006 and vacation hours (\*) are verified:

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Vice President Finance & Administration

## **Submit to Payroll 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 – must be at least 80 hours (**Vacation Buy-Out: must be in minimum increments of 40 hours**).
3. Enter vacation buy-out hours requested – **must be a minimum of 40 hours**.
4. Enter the balance remaining after buy-out (current available vacation less buy-out) – must be at least 40 hours.
5. Sign, date and deliver completed form to Human Resources for processing.

**NOTE:** Payroll will include payment in the next check run if request is submitted during the normal time card deadline for that check run. Employees requesting buy-out of unused vacation hours will receive a separate check from any regular Payroll check. Federal and state and any 403(b) withholdings apply in all cases.