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:

________________________________________________________________________   Date: _________________

Human Resources Director

________________________________________________________________________   Date: _________________

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.