

Vacation Buyback Request

Name _____ Requested Pay Date: _____

Requirements:

- Must be employed full-time for three (3) years.
- Must not have used more than 40 hours of sick time in the previous 12 months before the request (excluding FMLA).
- Must have a minimum balance of 80 hours of vacation after the cash-out request.
- May only request a cash-out up to 2 times per fiscal year.
- Number of hours that can be cashed out in one request is 20 hours or 40 hours.

Payout Hours Requested (choose one)

20 Hours

40 Hours

I understand that I must meet all of the eligibility requirements in the Vacation Buyback policy to receive vacation buyback. If the requested pay date is not possible, it will process on the next pay date.

Signed _____ Date _____

The vacation buyback request is:

Approved

Denied – Reason _____

HR Director _____ Date _____