

Paid Time Off Sell-Back Request Form

To sell back a portion of your accrued paid time off, you must complete this form and submit it to your supervisor during the October Benefits Open Enrollment period. The PTO Payment will be included in your last paycheck in January. The taxes will be based on the total amount of the paycheck. Eligible staff may sell back up to 15 days (120 hours, prorated for part-time employees).

Once you have submitted your request you may not rescind it.

Name: _____

UMID #: _____

Job Title: _____

Department: _____

Number of hours you wish to sell back: _____

In whole hours – no partial hours; not to exceed 120.0 hours (prorated for part-time employees).

<p>AS OF _____</p> <p>Current PTO HRS _____</p> <p>SELL-BACK PTO HRS: _____</p> <p>REMAINING PTO HRS: _____</p>

SIGNATURE: _____

DATE Submitted: _____

(You may not be able to sell back the full number of hours you have requested. Your PTO balance can not drop below 40.0 hours (prorated for part-time employees).)

Supervisor Signature: _____