

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

To sell back a portion of accrued Paid Time Off (PTO), an **employee must** complete this form and **submit it to their supervisor** during the October Benefits Open Enrollment period. The PTO Payment will be included in the employee's last paycheck in January of the following year. The taxes will be based on the total amount of the paycheck. Eligible staff may sell back their PTO up to 15 days (120 hours, prorated for part-time employees).

Last Name:		First Name:		Middle 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 per six month period (prorated for part-time employees):				
As Of (Date):	Current PTO HRS:	SELL-BACK PTO HRS:	REMAINING PTO HRS:	

Note: You may be prohibited from selling back the full amount of requested accrued PTO hours if such request would drop your PTO balance below 40.0 hours (prorated for part-time employees). Your PTO bank balance must remain at a minimum of 40 hours after sell back request processing is complete.

EMPLOYEE SIGNATURE:	DATE SUBMITTED:
SUPERVISOR SIGNATURE:	DATE SUBMITTED:

FOR OFFICE USE ONLY: