

SKILLED TRADES
VACATION SELL-BACK REQUEST FORM



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

If you have used 12 hours or less of sick time in the six month periods of March 1 – August 31 or September 1 – February 28 or 29 you may sell back a portion of your future vacation accrual. To do this you must complete this form and submit it to your supervisor by September 15th following the March 1 – August 31 six-month Attendance Incentive period and/or March 15th following the September 1 – February 28/29 six month Attendance Incentive period, The vacation sell back payment will be included in your second regular biweekly paycheck in December (following the March 1 – August 31 period) or June (following the September 1 – February 28/29 period). Federal taxes will be based on the current supplemental rate. Eligible staff may sell back up to 20 hours of future vacation accrual per six month period (prorated for part-time employees). You must have a minimum balance of 40 hours in your vacation accrual as of the last day of the six month periods mentioned above (prorated for part-time employees).

Last Name:	First Name:	Middle Name:
UMID:	DEPARTMENT:	
Number of future accrual hours you wish to sell back (in whole hours, no partial hours) not to exceed 20.0 hours per six month period (prorated for part time employees):		
Please mark which date applies to this sell back request <input type="checkbox"/> February 28/29 <input type="checkbox"/> August 31		
Current vacation hour accrual balance as of this date:		

Note: If your end of the month vacation accrual balance above is less than 40.0 hours (prorated for part time employees) you are not eligible to sell back vacation at this time.

Future accrual vacation sell back hours are deducted from your accrual balance when those hours are paid.

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

FOR OFFICE USE ONLY:
TIME REPORTING CODE **VSB** is to be used to process this payment