



VACATION DAY BUY-BACK REQUEST FORM (SSA EMPLOYEES ONLY)

Per Article 10 (Working Conditions) of the BOCES Support Staff Association (SSA) contract, unit members shall be permitted to sell back up to five (5) vacation days per year at their daily rate. Below are the requirements to do so.

1. Interested SSA unit members must fully complete the form below and send to the Payroll & Attendance Office, **no later than May 1st.**
2. Requests must be in half or full day increments only and may not exceed an employee's earned balance at the time of request.
3. Only one payment will be approved each fiscal year, with the amount based on the employee's daily rate at the time of submission.
4. Payment will be made no later than August 15th and are subject to the employee's standard deductions and withholdings on file.
5. Any overage of days taken/paid by the unit member must be returned by the unit member.

To be completed by Employee:

NAME: _____ DEPARTMENT: _____

I, _____, request to sell back _____ vacation days from my current earned balance. I understand that my vacation leave accrual balance will be reduced by the number of days I have requested to be paid out. Similarly, I understand that any overage of days taken/paid by me must be returned to Dutchess County BOCES.

Signature

Date

To be completed by Business Office:

1. Attendance:

Does employee have enough days to cover the above request? YES NO

<i>Available Vacation Days</i>	<i>Requested Days to Payout</i>	<i>Balance After Sell-Back</i>	<i>WC Attendance Trans #</i>
Completed By:		Date:	

2. Payroll:

<i>Rate of Pay per Day</i>	<i>Days to Be Paid Out</i>	<i>Total Payout</i>	<i>WC Payroll Trans #</i>
\$		\$	
Completed By:		Date:	