Vacation Buy Back Form

Employees have the option to cash out up to 5 days (40 hours) of accrued vacation time. The employees MUST elect this optional cash out by April 1st, so the monetary impact may be included in next year's budget. Payment will be made to the employee on the first payroll following July 1st.

If you are interested in cashing out annual (vacation) leave time, please note the hours in the space below, sign and date the form and return it to the Town Treasurer before April 1st. All vacation cash out money will be on a separate direct deposit.

I would like to cash out _____hours of vacation time.

Employee signature:_____

Date: _____