



SELL VACATION OR COMP TIME HOURS REQUEST FORM

Employee Name (please print): _____ Date: _____

SELL VACATION HOURS

Per the Employee handbook employees may request up to forty (40) hours of accumulated vacation as cash instead of time off once per year. Selling vacation hours in lieu of time off , at the request of the employee, does not create overtime in the pay period paid. This form must be submitted to HR four (4) weeks in advance of selling vacation hours due to payroll processing time lines.

I elect to sell vacation hours

Hours Requested: _____

It is the employee's responsibility to maintain their available balance. If the employee does not have sufficient time off available to cover the above request it will become void.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

HR Approval: _____ Date: _____ HR/Payroll Use Only
Payroll : _____ Date: _____

SELL COMPENSATORY TIME HOURS

Employees may request accumulated compensatory time as cash instead of time off. Selling compensatory time hours in lieu of time off , at the request of the employee, does not create overtime in the pay period paid. This form must be submitted to HR four (4) weeks in advance of needing to sell compensatory time due to payroll processing time lines.

I elect to sell compensatory time.

Hours Requested: _____

It is the employee's responsibility to maintain their available balance. If the employee does not have sufficient time off available to cover the above request it will become void.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

HR Approval: _____ Date: _____ HR/Payroll Use Only
Payroll : _____ Date: _____