

EAST LAKE TARPON SPECIAL FIRE CONTROL DISTRICT

**VACATION BUY-BACK REQUEST FORM
(Administrative Personnel)**

In accordance with SOG 112-Vacation, non-bargaining employees have the option of selling back accrued vacation in lieu of time off for up to 80 hours of vacation time annually, providing:

1. A minimum of 120 hours vacation per year is taken, and
2. Their accrued vacation total exceeds 240 hours.

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Employee Name: _____ **Date:** _____

Total Vacation Hours Requested: _____ **(80 hours Maximum)**

Employee signature

To be completed by Financial Administrator:

Accrued Vacation hours available at date of request: _____ (>240 hours)

Vacation hours taken at date of request: _____ (at least 120 hours)

Vacation hours being paid out through this buy-back request: _____

Vacation hours remaining after this buy-back request: _____

Financial Administrator signature and date