

# CROTON-HARMON UFSD

## Vacation Buy Back Request Form

This form is to be used to request buying back vacation time which will be granted in accordance with current collective bargaining agreements and individual employment contracts.

Please complete the following information and allow 14 days for processing.

Employee Name: (Print) \_\_\_\_\_

School/Building \_\_\_\_\_

Bargaining Unit:     Clerical/Custodial     Non-Union     CHAA

Number of Days Requested: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Administrative Action

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Comment \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Superintendent for Business

Please include:

- A copy of your "Employee Attendance Record". This can be obtained from Human Resources.
- A copy of the excerpt from your employment contract that describes the buy-back provision.