

**HYDE PARK CENTRAL SCHOOL DISTRICT**

Administration Offices: 11 Boice Road, P.O. Box 2033, Hyde Park, New York 12538-8033

Telephone: 845-229-4000 Fax: 845-229-4056

[www.hpcsd.org](http://www.hpcsd.org)

**Confidential/Managerial  
Vacation Buy Back Form  
Per Terms and Conditions of Employment  
Effective July 1, 2023 – June 30, 2024**

I would like to buy back \_\_\_\_\_ days of accrued vacation time.\*

**Separate Check** (check this box only if you want a separate check, otherwise the payment will be included in your regular paycheck)

**\*Important Notes:**

- Employees must use a minimum of ten (10) days annually.
- Employees hired before June 30, 2020 may buy back a maximum of ten (10) days annually.
- Employees hired on or after July 1, 2020 may buy back a maximum of five (5) days annually.

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Print Name

Hire Date

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Signature

Date

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To be completed by Human Resources:

Vacation time accrued: \_\_\_\_\_ days, as of: \_\_\_\_\_

Ten (10) vacation days used as of: \_\_\_\_\_

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_