

APPENDIX C

Ulster BOCES Administrators' Association

**REQUEST TO SELL BACK & CARRYOVER
VACATION DAYS**

As part of the Ulster BOCES Administrators' Association Collective Bargaining Agreement, unit members have the following options available to them under Article 20 (H) – Vacation Leave.

- 1. All tenured unit members will be credited with 24 vacation days on July 1 of each year, (earned at the rate of two (2) days for each month of employment). Up to three (3) unused vacation days may be carried over into the next school year.
- 2. Unit members may sell back up to seven (7) vacation days per year five (5) if the administrator is using vacation days to pay for professional memberships). The district will purchase those days at a rate of 100% of the unit member's daily rate.

Unit members must notify the Human Resource Office no later than May 15 of their decision to sell back vacation days. (Appendix C)

Payment of any unused days requested will be made in the last payroll of the school year in which the vacation days were earned.

UBAA MEMBER TO COMPLETE REQUEST BELOW

Please attach all required documentation and return the completed form to the Human Resource Office.

Number of <u>days</u> requested to be carried over into the next school year: <u>(Maximum of 3 days)</u>	
---	--

Number of <u>days</u> requested to be liquidated at a rate of 100% of the unit member's daily rate. <u>(Maximum of 7 days. A maximum of 5 days applies if using 2 days to pay for Professional Membership Dues.)</u>	
---	--

UBAA MEMBER NAME: _____

SIGNATURE: _____

DATE: _____

District Superintendent's Approval: _____

Date: _____