

# REQUEST FORM FOR BUY BACK OF VACATION HOURS

The Memorandum of Understanding between The County of Plumas and The Plumas County Confidential Employees Association Article 5.05:

*“Employees represented by this bargaining unit will be allowed to sell back to the County, up to forty (40) hours of vacation per calendar year provided, however, they have used forty (40) hours during that calendar year and there must be a remaining balance after the hours have been sold back to the County of at least eighty (80) hours.”*

Name of Employee: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

I have met the qualifications listed above to receive a buyback of forty (40) hours of vacation leave.

Signature of Employee: \_\_\_\_\_

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

A copy of this authorization form has been submitted to my department covered by the Plumas County Confidential Employees Association: Human Resources, Auditor’s, or County Counsel Department for budget tracking purposes.

Employee Initial: \_\_\_\_\_