

# REQUEST FORM FOR BUY BACK OF VACATION HOURS

The Memorandum of Understanding between The County of Plumas and The Sheriff's Department Unit & Sheriff's Mid-Management Unit Article 9.02 Vacation:

*"The County agrees each employee shall be eligible to buy back forty (40) hours of vacation leave once per calendar year provided the employee has taken forty (40) hours of vacation in the past twelve (12) months and has eighty (80) hours remaining vacation time banked."*

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 the Sheriff's Department for budget tracking purposes.

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