

**ANNUAL VACATION BUYBACK REQUEST
(NON-UNION EMPLOYEES)**

ANNUAL BUYBACK– ONE TIME PER CALENDAR YEAR NON-BARGAINING UNIT EMPLOYEES HIRED PRIOR TO JANUARY 1, 2011 MAY CASH OUT UP TO 40 HOURS OF ACCRUED VACATION LEAVE AT THE EMPLOYEE’S THEN CURRENT RATE OF PAY, PROVIDED THAT THE RESULTING ACCRUED VACATION LEAVE BALANCE AFTER THE BUYBACK WILL REMAIN GREATER THAN 100 HOURS.

EMPLOYEES HIRED ON OR AFTER JANUARY 1, 2011 ARE NOT ELIGIBLE FOR THE ANNUAL BUYBACK.

PLEASE REMIT COMPLETED FORM TO THE PAYROLL DIVISION FOR PROCESSING. PAYMENT WILL BE MADE IN THE NEXT PAYROLL CYCLE AND BE ISSUED ON THE SAME DEPOSIT AS YOUR NORMAL PAID HOURS.



Employee Name: _____

Employee ID# _____ Date of Hire _____

Current Vacation Balance _____ (hours)

Requested Vacation Payout _____ (hours)

Remaining Vacation Balance _____ (remaining balance must be 100+ hours)

Employee Signature Date

Division Manager Date Department Director Date

FOR CITY OF MELBOURNE PAYROLL USE ONLY

Date Received _____

Revised Vacation Balance _____ (hours)

Paycheck processed _____