

ACCRUED VACATION/HOLIDAY HOURS BUY BACK

I, _____, have a balance of accrued time in excess of 150 vacation hours and/or 24 holiday hours as of pay date June 25, 2015 and would like to participate in the ONE TIME ONLY buy back opportunity.

Please select one of the following options:

I would like to be paid out ALL hours in excess of 150 vacation hours and/or 24 Holiday Hours.

OR

I would like to be paid out part of my vacation and holiday hours as follows:

_____ Vacation hours to be paid out

_____ Holiday hours to be paid out

Employee Signature

Date

**FUNDS WILL BE PAID IN THE JULY 23, 2015 PAYCHECK
(FAX to: 716-366-7840 or return to Amber Hubbard)**