

VACATION BUYBACK REQUEST

TO: Human Resources

FROM:

DATE:

Please prepare payment, in the next available payroll, for vacation buyback for:

Employee Name (Please Print)

Southeast ID

- **The above employee requests _____ hours of vacation to be bought back by the University.**

(Vacation Buyback payments will be included in the employee's next available paycheck)

Requested by:

Employee Signature

Date

Approved by:

Supervisor Signature

Date

**Budget Approval
(Grant Funding Only)**

Date