



# Sell Back - (Pay in Lieu of PTO) Request Form - May

**To receive payment in lieu of PTO, you must request payment by completing this 'Sell Back Request Form' and submitting it to the Human Resources Department by May 12<sup>th</sup>, 2023. PTO balance used will reflect on paystubs dated 05/05/2023 and 05/19/2023. Dates of payout will be 05/19/2023 and 06/02/2023 (PPE 05/12/2023 and 05/26/2023).**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Sell Back (Pay in Lieu of PTO). Employees who accumulate **two hundred forty (240)** hours of PTO (by May 12, 2023) may sell back **8** hours annually.

Full Time Employees who accumulate **four hundred twenty (420)** hours (by May 12, 2023) may sell back up to **56** hours annually.

Part Time Employees who accumulate **four hundred twenty (420)** hours (by May 12, 2023) may sell back up to **38** hours annually.

Number of hours requesting \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions, please contact the Human Resources Department 652-5878.

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**Shaded area to be filled out by H/R**

Hours Approved: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Paid Out On Pay Period Ending: \_\_\_\_\_

\_\_\_\_\_  
Approval from Human Resources Dept.