



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

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 November 12th, 2021. PTO balance used will reflect on paystubs dated 11/05/21 and 11/19/21. Dates of payout will be 11/19/21 and 12/03/21 (PPE 11/12/21 and 11/26/21).

Employee Name: _____ Date: _____
(Please Print)

Sell Back (Pay in Lieu of PTO). Employees who accumulate **two hundred forty (240)** hours of PTO (by November 13, 2021) may sell back **8** hours annually.

Full Time Employees who accumulate **four hundred twenty (420)** hours (by November 13, 2021) may sell back up to **56** hours annually.

Part Time Employees who accumulate **four hundred twenty (420)** hours (by November 13, 2021) 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.

Shaded area to be filled out by H/R

Hours Approved: _____ Date Approved: _____

Paid Out On Pay Period Ending: _____

Approval from Human Resources Dept.