

**CSEA ACCRUED VACATION TIME BUYBACK FORM**

Under the provisions of Article IV Paragraph 8 of the CSEA Labor contract, the undersigned elects to sell back up to **3 weeks of previously accrued unused vacation time.**

Date of hire \_\_\_\_\_

Number of vacation days to be redeemed \_\_\_\_\_

Vacation to be accrued January 1<sup>st</sup> of the New Year \_\_\_\_\_

Accrued vacation time remaining after this buyback \_\_\_\_\_

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Social security number

\_\_\_\_\_  
Date of application

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Accepted by \_\_\_\_\_ **prior to September 1,** \_\_\_\_\_  
Employee in Accounting office

Approved by \_\_\_\_\_  
Supervisor's Office

To be paid in January of the New Year.

Supervisor's office forwarded to accounting on \_\_\_\_\_  
Date