



APPLICATION FOR PTO BUYOUT

Name: _____

Dept/Position _____

The request for a cash buyout could be a maximum of 40 hours at one time. Employees must retain a minimum of 80 hours PTO. An employee in good standing – one with no disciplinary action or resignation in place – may request a buyout twice annually, in June and in November.

Requests can be made by submitting this completed form to Cindy Cole. After approval, the buyout will be added to the employee's next payroll check. PTO cash buyouts will be paid out at 80% of the employee's hourly rate.

_____ PTO HOURS @ 80%

Employee Signature _____ Date _____

Approved by Supervisor _____ Date _____

Disapproved by Supervisor _____ Date _____