



Town of Westerly

Vacation Buy Back

I. Policy

Section 7.9. Vacation of the Town of Westerly's Employee Handbook under Annual Vacation Buy-Back for non-represented employees:

Once during a fiscal year, employees may elect to sell back, to the Town, a maximum of two (2) weeks of accrued vacation. To be eligible, employees must have a minimum of two (2) weeks of vacation accruals in their vacation bank after the buyback. Vacation sell back must be in whole week increments, with a maximum of two (2) weeks being sold back. The buyback check will be distributed to employees by the second pay period following the request.

Section 1(f). Annual Vacation Buyback of the Collective Bargaining Agreement for represented employees:

Once a year, employees may elect to sell back to the Town a maximum of one week of their accrued vacation. To be eligible, employees must have a minimum of two weeks of vacation accruals in their vacation bank after the buyback. Vacation sell back must be in whole week increments, with a maximum of one week being sold back to the Town. The buyback check will be sent out to employees in the pay period following the request.

Please fill out accordingly:

1.	Current total amount of accrued vacation time (in hours)	_____ hours
2.	Amount of vacation hours wanting to sell back: (Enter 40.0 if on a 40.0-hour work week)	_____ hours
3.	Subtract line 2 from line 1. (For 40.0 work week, line 3 must be 80 hours or greater.)	_____ hours

I _____ authorize the Town of Westerly to reduce my vacation accrual balance by _____ (enter # from line 2).

I understand that the monies I receive from the vacation sell back is considered taxable income and will be taxed accordingly.

Employee Signature

Date

For Human Resources Use Only		
# of Hours from Line 2	X Hourly Rate	Buyback Amount