

VACATION SELL BACK PROGRAM

The Vacation Sell Back Program enables eligible associates the opportunity to convert **earned an accrued, but unused Vacation hours to cash.** An employee has the option to sell back vacation hours by completing and submitting this form to Human Resources. **Vacation payouts will be issued monthly. Employees are not eligible to cash out vacation not yet earned & accrued.**

To be considered eligible, an employee's vacation bank balance must be 80 hours or more.

For example: Employee has a total of 80 hours of vacation. Employee wishes to sell 60 hours of vacation. Employee is only permitted to sell:

- 40 hours of vacation
- Additionally, the employee must maintain a balance of 40 earned and accrued hours after completing the sell-back of 40 hours.

The hours are paid at 100% of the employee's current base hourly rate exclusive of any shift differential.

- Completed forms must be submitted **on the first Monday of each month.**
- Sell backs are processed and included **on the first pay period of the next month.**
- The minimum payout is 40 hours per request.
- The maximum number of hours that can be paid out is **80 per calendar year.**
- A balance of 40 earned and accrued hours **must be maintained** when selling vacation time.
- Any request for vacation sell back received after the first Monday of each month will not be processed until the following month.

Form Submitted to HR – Day	Date	DATE PAID
Monday	May 6, 2024	Friday, June 7, 2024
Monday	June 3, 2024	Friday, July 5, 2024
Monday	July 1, 2024	Friday, August 2, 2024
Monday	August 5, 2024	Friday, September 13 2024
Monday	September 2, 2024	Friday, October 11, 2024
Monday	October 7, 2024	Friday, November 8, 2024
Monday	November 4, 2024	Friday, December 6, 2024
Monday	December 2, 2024	Friday, January 3, 2025

Please indicate the number of hours that you would like to sell back:

40 Hours Requested

80 Hours Requested (Maximum for the year)

By signing below, I am authorizing GoTriangle to payout time **earned & accrued** in my Vacation Time Off bank providing I meet eligibility. I understand all applicable taxes will be applied.

Print Name _____

Signature _____

Date _____

Dept _____

Payroll Use Only:		
Vacation Balance _____	Accrued hours _____	Dollar Amount \$ _____
Payroll Signature _____	Date _____	

Return completed form to Human Resources by – **the 1st Monday of each month**
Email completed form to: humanresourcesdepartment@gotriangle.org