YAMHILL COUNTY
VACATION SELL-BACK REQUEST (FOPPO ONLY)

Name: _____ Department: _____

I desire to sell back (or "cash in") to Yamhill County _____ hours of accrued vacation or other authorized leave (except sick leave). I understand that hours sold back will be paid in cash as wages based on my existing salary level. I understand that payment will be made as part of my regular paycheck. I will elect, in a space below, which pay period to take payment.

I understand that this request is allowed <u>once each fiscal year</u> and is subject to the following:

1. An employee must have at least one year of continuous service with Yamhill County to be eligible for this benefit.

2. An employee with at least one year of continuous service may sell back up to 40 hours (one week) accrued vacation or authorized leave (except sick leave). This option may be exercised once per fiscal year.

3. In conjunction with the vacation buy-back, an employee must also take 40 hours (one week) five continuous days of vacation which may include a holiday or other authorized leave (except sick leave).

The terms of this procedure are set forth in the collective bargaining agreement between the county and FOPPO[1]. If the collective bargaining agreement is changed, this procedure may be modified.

I elect payment to be included with the pay period ending _____.

_____   _____
Employee signature   Department Head signature

Date: _____   Date: _____

                                           _____
                                           Accounting Division signature

                                           Date: _____

1 Reference: 2019 - 2022 FOPPO Collective Bargaining Agreement, Article 8.6 VACATION SELL-BACK
("An employee with at least one year of continuous service may elect to sell back up to 40 hours of accrued vacation time. This option may be exercised once each fiscal year. Said request shall be in writing on a COUNTY-approved form and department head approval shall be required. Vacation sell-back may not be used in conjunction with any vacation donation. Payment shall be made according to the schedule indicated on the request form.").