

**PERSONAL EXTENDED LEAVE (PEL)  
SELL-BACK REQUEST**

\_\_\_\_\_  
Employee name (print)

\_\_\_\_\_  
Department

I desire to sell-back (“cash-in”) to Yamhill County \_\_\_\_\_ hours of accrued Personal Extended Leave (PEL), per applicable policies and/or collective bargaining agreement (CBA). I understand that the hours sold back will be paid in cash as wages based on my existing salary level. I understand the payment will be made as part of my regular paycheck.

The terms of this procedure are set forth in the CBA between the county and YCEA. This procedure can be exercised once per fiscal year. By action on August 18, 2005, the Board of Commissioners extended this benefit to other county employees who have PEL and who are not members of YCEA.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Accounting Division signature

\_\_\_\_\_  
Date