



VACATION SELL BACK REQUEST

Employee Information

Employee Name: _____ Date: _____

Vacation Sell Back Request

Current vacation balance: _____

I request to sell back _____ hours of vacation to Perform Air International, Inc.

Form of Payout

Choose one:

- ☐ I elect to receive the vacation as a cash payout through Payroll via direct deposit on file.
☐ I elect to receive the vacation as a cash payout through Payroll via live check.

Statement of Understanding

I understand and recognize that:

1. I must retain a minimum of 30 vacation hours when selling back to the company.
2. I am not allowed to utilize unearned vacation. Specifically, I will not request hours above and beyond my current vacation balance in case of an emergency or illness.
3. The elected form of payment will be received with the next regularly scheduled company payroll. If you have direct deposit, the vacation will be allocated to the specified account on file.
4. Funds received are taxable income and subject to appropriate tax deductions.
5. **Completed request forms must be received in Human Resources no later than 5:00pm by November 15th, or closest working day to November 15th.**

Employee Signature

Date

Human Resources Only:

Date Received

Current Vacation Balance

Total Sell Back Dollars

Human Resources Signature

Date