



HUMAN RESOURCES CENTER, INC

Human Resources Center, Inc.

VACATION BUYBACK FORM

All requests for vacation buyback must be submitted in writing.
Vacation must be bought back in full day increments.
A maximum of 80 hours can be submitted for buyback.
All requests must be submitted one (1) week prior to pay day.

Today's Date: _____

Employee's Name: _____

Department: _____

Employee's Shift: _____

Requested Buyback Time: _____

Total Hours: _____

Employees Signature: _____ Date: _____

HR Director's Signature: _____ Date: _____

Approved: _____ Not Approved: _____

Reason: _____

1** Vacation time can be bought in eight (8) hour increments only.
2** Send only the original form to Human Resources (DO NOT FAX or EMAIL).