

REDMOND FIRE & RESCUE

REPRESENTED EMPLOYEE VACATION SELL-BACK FORM

POLICY: REPRESENTED EMPLOYEES WITH VACATION HOURS IN THEIR BANK AT THE TIME OF REQUEST ARE ELIGIBLE FOR VACATION SELL-BACK IN ACCORDANCE WITH THE COLLECTIVE BARGAINING AGREEMENT

DATE OF REQUEST: _____

EMPLOYEE FULL NAME: _____

VACATION HOURS AS OF THE DATE OF REQUEST: _____

VACATION HOURS REQUESTED FOR SELL-BACK: _____

EMPLOYEE SIGNATURE: _____

IMPORTANT:

- SUBMIT TO THE FRONT OFFICE OR HR DURING REGULAR BUSINESS HOURS; OR
- SUBMIT VIA EMAIL TO PAYROLLHR@RDMFIRE.ORG DURING REGULAR BUSINESS HOURS
 - EMAILS MAY BE DELAYED DUE TO SCHEDULES OF PERSONNEL

PAYMENT:

- PAY IN THE 15TH OF THE MONTH PAYCHECK – MUST BE RECEIVED BY THE 1ST OF THE MONTH
- PAY IN THE LAST DAY OF THE MONTH PAYCHECK – MUST BE RECEIVED BY THE 16TH OF THE MONTH

OFFICE USE ONLY

RECEIVED DATE:

RECEIVED BY:

HOURS VERIFIED: ☐ YES

VERIFIED BY: