



# REDMOND FIRE & RESCUE

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## EMS REPRESENTED EMPLOYEE VACATION BUY-BACK FORM Effective July 1, 2019

**Per Contract:** An EMS Association represented employee must take a corresponding number of vacation shifts off during the fiscal year. For example, if an employee sells back one (1) shift, the employee must take one (1) vacation shift.

- Employees will be permitted to sell back three (3) shifts per fiscal year totaling a maximum of 72hrs
- Employees may only request vacation buy-back in 24-hour increments
- New hire probationary employees may not sell back vacation

### **Employee Info:**

Employee Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Vacation Balance as of Date of Request: \_\_\_\_\_

Vacation Hours Requested for Buy-Back: \_\_\_\_\_ *(enter as negative number)*

Revised Vacation Balance After Buy-Back: \_\_\_\_\_ *(requires Chief approval if below 50hrs)*

### **Pay On (select one):**

- Separate check
- Paycheck on the 15<sup>th</sup> of the month (must be to payroll by the 5<sup>th</sup>)
- Paycheck on the last day of the month (must be to payroll by the 20<sup>th</sup>)

### **Deductions (can select none or multiple):**

- Maximize my tax withholdings *(means a larger paycheck, but could result in more taxes owed when filing your tax return)*
- Pause my retirement contributions *(means a larger paycheck, but less funds in your retirement account)*
- Other special treatment (describe): \_\_\_\_\_

### **Authorization:**

Employee Signature: \_\_\_\_\_

CFO Signature: \_\_\_\_\_

Deputy Chief or Fire Chief Signature: \_\_\_\_\_

*(Only needed if requested buy-back would drop the revised vacation balance below 50 hours)*