



REDMOND FIRE & RESCUE

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

Per Contract: A Fire 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 four (4) shifts per fiscal year totaling a maximum of 96hrs
- 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 15th of the month (must be to payroll by the 5th)
- Paycheck on the last day of the month (must be to payroll by the 20th)

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)