



REDMOND FIRE & RESCUE

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www.redmondfireandrescue.org

EXEMPT EMPLOYEES VACATION BUY-BACK FORM

Exempt level employees may sell up to 40 hours of vacation in a fiscal year. This request may be made one time and the employee must have 140 hours of vacation available in their vacation leave bank. The employee must also use the same number of hours of vacation in a consecutive period during the same fiscal year that they sell back.

Employee Name: _____ Date of Request: _____

Payroll Date: _____ (ie: August 15th or February 28th) Position: _____

Vacation Balance as of Date of Request: _____

Vacation Hours Requested for Buy-Back: _____

This form is due to the Fire Chief with appropriate signatures for:

Pay in the 15th of the month paycheck - must be to payroll by the 5th .

Pay in the last day of the month paycheck - must be to payroll by the 20th .

Employee Signature: _____

Fire Chief Signature: _____

Finance Manger Signature: _____