



PUYALLUP TRIBE OF INDIANS

TEMPORARY PANDEMIC VACATION LEAVE BUY-OUT REQUEST



Per CDR #462, employees can buy-out up to 200 hours/fiscal year and are not required to leave a vacation balance. Employees are only able to do a buy-out once per month. Policy changes will end when the Pandemic Declaration is removed.

I, _____, being an employee of the Puyallup Tribe, hereby request _____ hours of my accrued annual leave be paid per the Puyallup Tribe's Vacation Leave Buy-Out Policy.

Method to receive payment: Rapid! Paycard Add to first available payday

Employee Affidavit:

- I understand that I can only buy out hours once per month;
- I understand that I cannot buy-out more than 200 vacation hours per fiscal year; and
- I am not currently on Family Medical Leave or Paid Administrative Leave.

Note: If you are participating in the 401(k) plan, ***we will deduct your normal 401(k) contribution percentage from this buy-out request*** unless you check the box below instructing us that you do not want your normal 401(k) contribution to pertain to this buy-out request.

Do not contribute to my 401(k) from this buy-out request.

REQUESTED BY: _____ Date _____
Employee Date

For Payroll Department use only

Annual leave hours available: _____ Pay period end date: _____

Employee has not bought out this month

FYTD Hours Bought out: _____

Verified by: _____ 401(k) Plan Participant: Yes No
(Payroll Dept.) (Date)

For HR Department use only

ELIGIBILITY VERIFIED BY HR:
The employee meets the eligibility requirements per CDR #462.

_____ Date _____
HR Executive Director or Designee

Employee has not reached maximum buy-out of 200 hours in this FY Verified

Employee is not on FML or PAL Verified

APPROVE DENY