



PUYALLUP TRIBE OF INDIANS



VACATION LEAVE BUY-OUT REQUEST

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 must leave a balance of 40 hours in my accrued vacation balance;
- I understand that I cannot buy-out more than 120 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: _____
Employee Date

For Payroll Department use only

Annual leave hours available: _____ Pay period end date: _____
 Verified by: _____ FYTD Hours Bought out: _____
 (Payroll Dept.) (Date) 401(k) Plan Participant: Yes No
 Buy-out not to exceed 120 hours per fiscal year.

For HR Department use only

ELIGIBILITY VERIFIED BY HR:

The employee meets the eligibility Requirements of Policy 530.02 (5) as outlined in the Tribe's Personnel Policies & Procedures Manual.

HR Executive Director or Designee Date

Employee has at least 40 hours vacation remaining Verified

Employee has not reached Maximum buy-out of 120 hours in this FY Verified

Employee is not on FML or PAL Verified

APPROVE DENY