



AAA and Directors Vacation Buy Back Request

Name

Building

Please indicate the number of vacation days you are requesting the district to buy back (up to five (5) days)

The Arlington School District values its employees and believes that personal time away from work is necessary for the health and well being of everyone. Occasionally, certain events make it virtually impossible to be away from the workplace. In the spaces provided below, please indicate both the date and the activity which required your presence at the workplace and prevented you from taking vacation.

Date

Date

Date

Date

Date

Note: Original document required. Please print and sign. Forms not signed and dated will not be processed.

This form must be returned to the Payroll Department by June 30.

Employee Signature

Date

Supervisor Approval

Date

Superintendent Approval

Date

Payroll Use Only	
<input type="text"/>	2 days cashed out in November?
<input type="text"/>	Total hours to cash out
<input type="text"/>	Per diem rate
<input type="text"/>	Total cash out