

REQUEST TO PURCHASE VACATION HOURS

POLICY HIGHLIGHTS

- Purchased vacation must be used as time off during the calendar year in which it was purchased no later than the last full pay period of the year; any unused purchased vacation will be forfeited.
- Purchased vacation should be used before accrued vacation.

EMPLOYEE TO COMPLETE

NAME: _____

EMPLOYEE ID: _____

I wish to purchase:

_____ vacation hours for the upcoming year.

I understand that I am able to purchase a maximum of 40 vacation hours for the upcoming calendar year. I understand that I forfeit any unused vacation hours if I do not use the time before the last full pay period of the year.

Employee Signature: _____ Date: _____

Please send completed form to Gina Dwyer, Payroll Specialist: gina.dwyer@eaganmn.gov

FINANCE TO COMPLETE

Employee Number: _____ Hire Date: _____

Previously Purchased and/or converted hours: _____

Previously Purchased Hours: _____ First 30 days of hire: Open Enrollment:

Approved

Denied



EAGAN