

ANNUAL LEAVE BUY DOWN REQUEST

Employees covered by the Exempt Management, Management, Confidential, and Other Unrepresented Resolution and employees covered by the Deputy District Attorneys Association (DDAA) MOU may request to redeem up to 80 hours of Annual Leave per fiscal year. Upon approval of the agency/department head, an additional 80 hours of Annual Leave may be redeemed during the same fiscal year.

An agency/department head may request to redeem up to 80 hours of Annual Leave per fiscal year. Upon approval of the County Executive Officer, an additional 80 hours of Annual Leave may be redeemed during the same fiscal year. **No employee or agency/department head may receive more than 160 total hours of Annual Leave in any fiscal year.**

Employees covered by the Law Enforcement Management Unit (LEMU) MOU may request to redeem up to 80 hours of Annual Leave per calendar year. Upon approval of the agency/department head, an additional 80 hours of Annual Leave may be redeemed during the same calendar year. **No employee may receive more than 160 total hours of Annual Leave in any calendar year.**

To be completed by Employee

Employee Name: _____ Employee Number: _____
Phone Number: _____
Department Name: _____ Org No: _____
Pay Period/Year: _____ Number of Hours: _____
Employee Signature: _____

Department Signature Authorization

Dept Head/Designee Signature: _____

This Section for Department Heads Only

County Executive Officer/Designee Signature: _____

To be completed by Department Payroll Personnel

Amount of Payout: \$ _____

Calculation:

To Be Completed By Human Resources Department

Processing Date: _____

Initials: _____