

Leave Buy-out Form

Name: _____ Date: _____

Request a buyout of _____ hours. (Minimum 8 hours, maximum 80 hours)

I wish to waive my buy out _____.

(Employee Signature)

(Department Head Signature)

Leave Buy-back Policy

The Tom Green County Commissioners have approved a one-time leave buy-back policy for FY 2017 for employees with 30+ years of service and at least 200 hours accrued leave. Employee must have 200 hours accrued leave on or before October 31, 2016 to qualify.

Eligible employees can sell up to 80 hours. If employee elects to sell less than the maximum the request must be an 8 hour increment (i.e. 8, 16, 24, etc.). Only one request is allowed.

This form must be turned in to the Treasurer's office no later than close of business October 31, 2016.