

**Compensated Absence Form
Request for Vacation Buyback**

**Town of Edgartown, Massachusetts
Human Resource Department**



KEEP COPY FOR PERSONAL AND DEPARTMENTAL RECORDS

Form last reviewed: 06/23/2024

The Personnel Bylaw permits that employees may elect to work up to half of their earned vacation time at regular compensation with the approval of the Department Head. Notices of this election must be made to the Human Resource Department by March 1st of the current fiscal year.

Employee Name: _____ Department: _____

Average Hours Per Week: _____ Days Per Work Week: _____ Average Hours Per Work Day: _____

Vacation Hours Balance: _____ Total Hours Requested: _____

Employee

Date

TO BE COMPLETED BY DEPARTMENT HEAD/APPOINTING AUTHORITY

Approved: _____ Denied: _____ Reason for Denial: _____

Department Head / Appointing Authority

Date

TO BE COMPLETED BY HUMAN RESOURCE DEPARTMENT

Employee #: _____ Vacation Hours Balance: _____

Hours Requested: _____ X Rate: _____ = Vacation Buyback Total: _____

Payroll Period of Buyback: _____

Human Resource Director

Date