

Once you have submitted your request you may not rescind it.

To sell back a portion of accrued Paid Time Off (PTO), an **employee must** complete this form and **submit it to their supervisor** during the October Benefits Open Enrollment period. The PTO Payment will be included in the employee's last paycheck in January of the following year. The taxes will be based on the total amount of the paycheck. Eligible staff may sell back their PTO up to 160 hours (prorated for part-time employees).

Last Name:		First Name:		Middle Name:
UMID:	Job Title:	DEPARTMENT:		
Number of hours you wish to sell back (in whole hours, no partial hours) not to exceed 160.0 hours (prorated for part-time employees):				
As Of (Date):	Current PTO HRS:	SELL-BACK PTO HRS:	REMAINING PTO HRS:	

EMPLOYEE SIGNATURE:	DATE SUBMITTED:
SUPERVISOR APPROVAL/SIGNATURE:	DATE SUBMITTED:

FOR OFFICE USE ONLY: