

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 period of January 1 - 15 or May 1 - 15. The PTO Payment will be included in the employee's last bi-weekly paycheck of the respective month of the submission. 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: