



**Grants & Contract Employee  
Bargaining Unit  
Annual Vacation Leave Buy-Back Form**

**Section 1: EMPLOYEE DATA**

1. Employee Payroll ID (if known)			Date Received in HR
2. Employee Name			
3. Job Title			
4. Date of Hire (Benefited)	5. Department	6. Principal Investigator:	
7. Work Email	8. Work Phone	9. Mobile Phone	

**Vacation Buy Back  
Information**

**Vacation Buy Back**

Employees with at least 3 years of service as a member of the bargaining unit as of July 1 of each year of this agreement shall be eligible to receive, as a cash payment, an amount equal to up to one week of the individual's accrued vacation leave. The decision to cash in vacation leave in accordance with this provision must be made June 1. Vacation days cashed in shall be deducted from the employee's vacation leave balance. Payment shall be made no later than the last pay period in July.

☐ I am requesting to buy back vacation leave in accordance with Article 21.4 (see below) of the collective bargaining agreement covering my position. I agree that as of July 1, I will have been employed as a member of the GRACE bargaining unit for 3 years.

Pursuant to Article 21, Section 21.4, PI shall approve such payments, subject to the following:

- Payment for such will not result in the contract/grant/project requiring a layoff, reduction in hours, decrease in payment or any other negative personnel action to any bargaining unit member;
- The unit member has requested and been denied at least one week vacation time during the past year.
- The unit member shall not have notified the PI of his/her intent to retire or resign within one year of the request; or,
- The unit member's position shall not be scheduled to be terminated due to the loss of the grant/project/contract funds supporting such person.

Employee's Signature	Date
Principal Investigator Signature	Date

**OFFICE USE ONLY**

<b>PAYROLL DATA ENTRY</b>	By (Initials): _____ Date: _____	
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