



## Yuma County PTO Buy Back Agreement and Application Form

In accordance with the Yuma County PTO Buy Back Policy (PR-418), the PTO Buy Back Agreement and Application Form must be completed and obtain the approval of your Agency Head/Elected Official for the actual PTO payout and dependent upon funding.

This form and information on the PTO Buy Back Policy is also available [www.yumacountyaz.gov/government/human-resources](http://www.yumacountyaz.gov/government/human-resources) under Rules & Regulations, Chapter IV (Benefits) PR-418.

I, \_\_\_\_\_, hereby request \_\_\_\_\_ PTO hours. I have met the conditions,  
**Print Name** **Total hours (minimum of 5 PTO, a maximum of 20 PTO)**

set forth in PR 418, PTO Buy Back Policy. I understand and agree that the PTO payout I am requesting is subject to Board of Supervisors funding of the PTO Buy Back program and Agency Head/Elected Official approval and that my request is in compliance with the provisions of PR 418 PTO Buy Back Policy.

I further understand that the PTO payout will be disbursed in the form of a *paper check* (no direct deposits) on or before Friday, December 22, 2017.

Employee Number: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Department Checklist:**

\_\_\_\_\_ 12 full months of continuous service immediately prior to December 1<sup>st</sup> of the calendar year in which the PTO Buy Back is applied.

\_\_\_\_\_ Used 40 hours PTO during current calendar year, or

\_\_\_\_\_ 40 hours PTO is scheduled for \_\_\_\_\_, 2017.

\_\_\_\_\_ Meets or better rating on most recent annual performance evaluation & not subject to disciplinary action at the time the PTO buyback is requested.

\_\_\_\_\_ Retains a minimum of 80 PTO hours after PTO buy back is paid out.

Agency Head Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Request is due to Human Resources by 3:00 PM Friday, December 8, 2017.**

Human Resources Approval: \_\_\_\_\_ Payroll Approval: \_\_\_\_\_