



## Superior Court in Yuma County Annual Leave Buy Back Agreement and Application Form

In accordance with the Superior Court in Yuma County Annual Leave Buy Back Policy (Appendix E), the Annual Leave Buy Back Agreement and Application Form must be completed and obtain the approval of your Agency Head/Elected Official for the actual Annual Leave payout and dependent upon funding.

This form and information on the Annual Leave Buy Back Policy is also available [www.yumacountyaz.gov/government/courts/court-employees](http://www.yumacountyaz.gov/government/courts/court-employees) under Judicial Merit Rules, Appendix E- (Judicial Annual Leave Buy Back Policy & Procedure).

I, \_\_\_\_\_, hereby request \_\_\_\_\_ Annual Leave hours. I have met the conditions, **Print Name** **Total hours (minimum of 5 annual leave, a maximum of 20 annual leave)** set forth in Appendix E, Judicial Annual Leave Buy Back Policy. I understand and agree that the Annual Leave payout I am requesting is subject to Board of Supervisors funding of the Annual Leave Buy Back program and Agency Head/Elected Official approval and that my request is in compliance with the provisions of Appendix E- Judicial Annual Leave Buy Back Policy.

I further understand that the Annual Leave 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 annual year in which the annual leave buy back is applied.

\_\_\_\_\_ Used 40 hours annual leave during current calendar year, or

\_\_\_\_\_ 40 hours annual leave is scheduled for \_\_\_\_\_, 2017.

\_\_\_\_\_ A "Competent" or better rating on most recent annual performance evaluation & not subject to disciplinary action at the time the Annual Leave Buy Back is requested.

\_\_\_\_\_ Retains a minimum of 80 Annual Leave hours after Annual Leave 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: \_\_\_\_\_