



SELL VACATION FORM

I, _____ currently have _____ hours of vacation time. I wish to sell _____ hours of vacation time. Please issue payment with the next available payroll.

I understand that vacation pay in lieu of time off is considered to be supplemental pay per IRS guidelines, and is therefore subject to a 25% federal tax. Sold Vacation is also subject to applicable retirement deductions (401 & Deferred Compensation Plans). I also understand that it is my responsibility to maintain as much vacation as I will need, and Grand County is not responsible for figuring out a way to provide vacation to me for future absences if I do not have enough vacation time to cover.

Employee Signature

Date

Department Head Signature

Date

Human Resources

Date