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# Cabinet Vacation Buy Back Request

Name

Building

Please indicate the number of vacation days you are requesting the District to buy back, up to six (6) days

The Arlington School District values its employees and believes that personal time away from work is necessary for the health and well being of everyone. Occasionally, certain events make it virtually impossible to be away from the workplace. In the spaces provided below, please indicate both the date and the activity which required your presence at the workplace and prevented you from taking vacation.

Date

Date

Date

Date

Date

Date

\_\_\_\_\_  
Employee Signature

Date

\_\_\_\_\_  
Supervisor Approval

Date

\_\_\_\_\_  
Superintendent Approval

Date

### Payroll Use Only

2 days cashed out in November?

Total hours to cash out

Per diem rate

Total cash out