

**PALMDALE SCHOOL DISTRICT
REQUEST TO SELL-BACK VACATION DAYS**

Employee Name _____

Employee SSN _____

Per the *Personnel Policies for Management, Confidential, and Unrepresented Employees* agreement (Section 11.7), I am entitled to sell-back up to 15 vacation days each fiscal year at my current salary rate. Therefore, I am requesting to sell-back the following number of vacation days for the current fiscal year:

Fiscal Year _____

of Vacation days _____

Signed: _____

Date: _____

PAYROLL ONLY	
Date Received	_____
Fiscal Year	_____
Pay Schedule	_____