

JANUS YOUTH PROGRAMS, INC.
707 NE COUCH
PORTLAND, OREGON 97232

EMERGENCY VACATION/PTO BUYBACK REQUEST

I understand that vacation or PTO buyback is an unbudgeted item. However, due to the following seriously critical situation, I am requesting an emergency vacation buyback of _____ accrued hours.

Employee Signature

Date

Approved:

Program/Department Director's Signature

Date

Human Resources Co-Director's Signature

Date

Executive Director Signature

Date

Not approved due to:

Program/Department Director Signature

Date

Executive Director Signature

Date

*Approval of vacation/PTO buyback is reserved for serious situations and is at the sole discretion of the Executive Director or his/her designee following approval by the Program Director and Human Resources representative.

Cc: Payroll
Human Resources (Confidential File)