

MOHAVE COUNTY SUPERIOR COURT

PTO Buy Back Request Form

In accordance with the Mohave County Superior Court PTO Buy Back guidelines, you must complete this Request form and obtain approval of your Department Director for the actual payout.

Acknowledgement by Employee (please initial by each statement):

____ I understand the guidelines for funding this program are subject to the Court's financial state and are reviewed annually by the Board of Supervisors during the budget process.

____ I understand the PTO Buy Back is only permitted once each fiscal year.

____ I understand that my request should be submitted prior to the deadline listed below.

____ I understand that I will receive my PTO time in compliance with current Court processes.

____ I understand that my PTO Buy Back is considered supplemental wages and is subject to I.R.S guidelines requiring tax withholding in addition to all other applicable taxes.

____ I meet the eligibility for this program as outlined below.

____ My PTO Buy Back Request is in compliance with provisions of Mohave County Superior Court's Buy Back Program.

I _____, hereby request _____ (up to 40 hours, payable in increments of 8 hours) PTO hours be paid out. I meet the criteria outlined in this form and as set forth in the PTO Buy Back Program. I further understand that the payout will be made according to the schedule provided below and that earlier payouts are not authorized.

Note: You will receive your PTO Buy Back amount via direct deposit unless you do not have an account set up. If you do not have an account set up you will receive a paper check.

Employee Signature: _____ Date: _____

Employee Name (Print): _____

Employee ID# _____ Department: _____

Employee is eligible for the PTO Buy Back Program provided the employee meets all the following criteria:

1. Retains a minimum of 80 hours of PTO after PTO Buy Back is paid out.
2. In the calendar year in which the PTO Buy Back is requested, the employee has used, or is scheduled to use by December 31st, PTO in an amount equal to or greater than the amount of PTO Buy Back the employee is requesting. In no event may an employee use more than forty (40) hours of PTO Buy Back in a single year.
3. Receives a "Meets" or "Exceeds" rating on the employee's most recent employee evaluation and is not subject to disciplinary action at the time the PTO Buy Back request is submitted.
4. Request must be submitted by December 15th of each year.

Department Director Approval: _____ Date: _____

Financial Services Approval: _____