

# ANNUAL LEAVE BUY-BACK REQUEST FORM

If eligible, Newton County Employees may elect to be paid for unused accrued annual leave up to 40 hours per year.

**Annual Leave Buy-Back Program Regulations:**

- To be eligible employees must retain 200 hours after a buy-back request.
- This program is subjected to the County’s availability of funds.
- The rate of compensation shall be the employee’s current regular rate of pay.
- All applicable taxes and withholdings shall apply to this buy-back request.
- The deadline to submit buy-back requests is **November 1<sup>st</sup>** of each calendar year.
- Buy-back requests will show on the first paycheck in December of each calendar year.

If you would like to request an annual leave buy-back, please complete the section below and submit this form to Human Resources before **November 1<sup>st</sup>**.

EMPLOYEE INFORMATION		
NAME:	EMPLOYEE ID:	
PAYMENT REQUEST		
CURRENT ACCRUALS:	REQUESTED CASH OUT AMOUNT:	REMAINING ACCRUALS:

As a Newton County BOC employee I understand and agree with the indicated terms and conditions by signing below:

- My leave balances will be decreased by the number of hours I have requested for payment and those hours will no longer be available for use as of the approval date by Human Resources.
- This payment is subject to standard payroll deductions and is tax reportable.
- This buy-back is considered a supplemental payment by the IRS, a higher tax rate will apply to the annual leave buy-back hours I receive associated with this request.
- The request for annual leave buy-back payment, once approved, is irrevocable.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

**AUTHORIZATION**

\_\_\_\_\_  
HUMAN RESOURCES SIGNATURE

\_\_\_\_\_  
DATE

**HR COMMENTS**



**HUMAN RESOURCES DEPARTMENT**  
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