



Voluntary PTO Buyback Request Form

To receive payment in lieu of PTO, you must request payment by completing this form and submitting it to Human Resources by **Thursday, June 15th**.

Employees with a balance over 80 hours of PTO may sell back any amount over the 80 hours but no more than 40 hours.

Requirement: Hire date must be prior to **6/23/2022**

Pay date: **6/23/2023**

Number of PTO hours requested: _____

By signing below, I understand that this request of PTO buyback is voluntary.

Employee Name: _____

Employee Signature: _____ Date: _____

Email this form to Manuel Peruga, Payroll & Benefits Manager: manuel_peruga@mbhci.org

Hope, Recovery, and Wellness are within everyone's reach.