

VACATION BUY BACK FORM
Private Contract Employees

Dear Payroll:

I _____ elect to sell back to Rome City School District
days (maximum per contract) of vacation for the _____ school year.

Date

Name (print)

Name (signature)

Please complete the number of days you would like to sell back (as per contract).

Payment will be made in the form of a separate check once a year either in December or June.