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VACATION BUY July - June

PERSONAL INFORMATION

Last Name: _____ First Name: _____

E-mail Address: _____

JOB INFORMATION

Title: _____ Employee ID: _____

Supervisor: _____ Department: _____

School: _____ Fax Number: _____

Work Phone: _____

Hire Date: _____

OPTION INFORMATION

VACATION BUY (5 Days Minimum-20 Days Maximum) (Example: 5 days=40 hours or 37.5 hours)

Total days & hours: _____ Days: _____ Hours equivalent: _____

Print Name _____ Sign Name _____ Date _____

Supervisor's Name _____ Supervisor's signature _____ Date _____

- *Please note that different Management Centers may have different guidelines for the program- please check with your Department Administrator.
- *The Vacation Buy Program runs from July 1- June 30 (Open enrollment for the program runs from May 1-June 15 **All forms must be turned in by June 15.**)
- *Payroll deductions will begin with the first paycheck in July; rates are based on the employee's daily rate as of May 31.
- *An employee must be employed at least 12 months with the University in order to be eligible to participate in the program.
- *The employee's supervisor must approve the additional days.
- *Please note that the additional vacation days must be used by JUNE 30. If you terminate employment before June 30 an adjustment will come out of your last payroll check to cover the balance of your vacation Buy-up cost.