

Vacation Buy Form

Open enrollment for the Vacation Buy Program runs from May 1st through June 15th. Please submit the Vacation Buy Form to the Human Resources Service Center via email at AskHR@case.edu or in person to Crawford Hall, room 320. **Please note no forms will be accepted after June 15th.**

Employee Information

Name: _____ Employee ID: _____
Title: _____ Hire Date: _____
Supervisor: _____ Department: _____
Email Address: _____ Phone Number: _____

Request and Approval

Employees must purchase a minimum of five (5) business days and are eligible to purchase up to twenty (20) business days with supervisor approval.

Number of Vacation Days Requested: _____ Number of Hours Requested: _____
(Example: 5 days is equal to either 37.5 or 40 hours)
Employee Signature: _____ Date: _____
Supervisor Signature: _____ Date: _____

Program Specifications and Eligibility

- Purchased vacation time will be added to the employee's vacation balance as of July 1st* and must be used by June 30th of the following year.
- Payroll deductions will begin with the first July paycheck and will continue to be deducted evenly through June 30th. The rate is based on the employee's daily rate as of May 31st.
- If the employee terminates before June 30th, an additional deduction will be taken from their last paycheck to cover the remaining balance.
- Employees must be employed with the University for at least 12 months before they are eligible to participate in the program.
- All vacation buy requests must be approved and signed off on by the employee's supervisor.
- Different management centers may have different guidelines for the Vacation Buy Program; not all schools, departments, or supervisors participate. Employees should check with their department administrator to determine their eligibility.

*Although the time will be available for use as of July 1st, the additional hours will not be viewable in HCM until July's time downloads in early August.