

ANNUAL LEAVE BUY DOWN REQUEST

For employees covered by the Deputy District Attorneys Association MOU

Employees covered by the Deputy District Attorneys Association (DDAA) MOU may request to redeem up to 80 hours of Annual Leave per fiscal year. Upon approval of the agency/department head, an additional 80 hours of Annual Leave may be redeemed during the same fiscal year.

No employee or agency/department head may receive more than 160 total hours of Annual Leave in any fiscal year.

To be completed by Employee

Employee Name: _____ Employee Number: _____
Phone Number: _____
Department Name: _____ Org No: _____
Pay Period/Year: _____ Number of Hours: _____
Employee Signature: _____

Department Signature Authorization

Dept Head/Designee Signature: _____

To be completed by Department Payroll Personnel

Amount of Payout: \$ _____

Calculation:

Processing Date: _____

Initials: _____