

VACATION DAY BUY BACK

2022-2023

I, _____, am requesting to exercise the vacation day buy back option in my contract for the 2022-2023 school year. This document serves as my formal request to be paid for _____ vacation days. I understand that the number of days requested will be recorded in the district's attendance system (AESOP) for recording purchases.

Compensation for requested vacation day buy back will be included in the next payroll cycle.

Name

Date