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:	
	epartment Signature Authorization
Dept Head/Designee Signature:	
To be con	npleted by Department Payroll Personnel
Amount of Payout: \$	
Calculation:	
Processing Date:	 Initials: