



# Personal Day Buy Back Form

**Due date: June 30**

## FOR ELNA CLASSIFIED EMPLOYEES

Classified employees who are members of the Everett Licensed Nurses' Association (ELNA) Bargaining Unit may elect annually to buy back one (1) unused personal day. *(Refer to Section 9.13 of Collective Bargaining Agreement)*

Completion of this form confirms your desire to elect this buy back option, as indicated below.

☐

**I WOULD LIKE TO BUY BACK ONE DAY  
MY ASSIGNED HOURS PER DAY ARE:** \_\_\_\_\_

*\*Leave not yet recorded will affect the final balance redeemed.*

**If no action is taken and/or this form is not received in the Payroll office  
by the June 30 deadline, any remaining unused personal day hours will be forfeited.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee ID#

\_\_\_\_\_  
Date

- ★ **Return this original form to Payroll by June 30 – copies or faxes will not be accepted.**
- ★ **Forms received after the June 30 deadline will not be accepted.**
- ★ **Buy backs will be applied on the July payroll.**