



# PURCHASE DAY PROGRAM REQUEST FORM

Full-Time Benefit-Eligible employees with at least six months of continuous service may purchase up to ten (10) Purchase Days per fiscal year. The request must be received by Human Resources with all approvals by the last day of Open Enrollment.

**Employee Information:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Division: \_\_\_\_\_ Section: \_\_\_\_\_

**Purchase Day Request:**

Number of Purchase Days being requested: \_\_\_\_\_

Total number of hours (number of days X daily number of hours worked): \_\_\_\_\_

**Employee Acknowledgement:**

I understand the total cost of the Purchase Days will be divided by twenty-four pay periods over the fiscal year. I must use the Purchase Days prior to June 30<sup>th</sup> or the Purchase Days will be forfeited. **I also understand that all vacation accruals must be used before Purchase Days may be used due to Section 125 of the IRS.** If I leave the City of Flagstaff (“City”) before using the Purchase Days, the City will reimburse me for the unused days already deducted from my paycheck upon separation. If I leave the City and have used Purchase Days not yet paid for, I will pay for the amount owed in my last paycheck.

I understand I must request and obtain approval in advance of using Purchase Days and all time used shall be submitted on a leave of absence form to the immediate supervisor for timekeeping purposes.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed

**Approval:**

Supervisor Signature: \_\_\_\_\_  Approved  Denied – Reason: \_\_\_\_\_

Section Signature: \_\_\_\_\_  Approved  Denied – Reason: \_\_\_\_\_

Division Signature: \_\_\_\_\_  Approved  Denied – Reason: \_\_\_\_\_

Deputy City Manager: \_\_\_\_\_  Approved  Denied – Reason: \_\_\_\_\_

Human Resources: \_\_\_\_\_  Approved  Denied – Reason: \_\_\_\_\_

For HR/Payroll Use Only	
<p>Number of Hours: _____</p> <p>Hourly Rate on 7/1: _____</p> <p>Total Cost: _____</p> <p>Cost per Pay Period: <span style="background-color: yellow; display: inline-block; width: 80px; height: 20px;"></span></p>	<p>Copy to:</p> <p><input type="checkbox"/> Payroll</p> <p><input type="checkbox"/> Personnel File</p> <p><input type="checkbox"/> Employee</p>