

City of Mishawaka

"The City will buy back FTO days from any employee, up to a maximum of six (6) FTO days per year. It is the responsibility of the employee to make timely application for this buy-back arrangement, if so desired. In any event, the City will not buy back an amount of FTO days which would reduce the employee's personal bank to less than five (5) days, except as provided in Paragraph 10 of this Subsection." Excerpt from Ordinance 4365.

FTO Day Request for Payment

Employee Name: _____

Department: _____ Date: _____

Payment requested for _____ FTO days.

Payroll date for request: _____

Signature

Authorization and Verification

I hereby certify that the above employee has the requested FTO days paid. This payment does not lower the employees FTO bank to below (5) days The employee has not received payment for more than six (6) days total in this calendar year and I approve the payment with the attached payroll. The total FTO days available to the above employee has been reduced by the number requested for payment leaving a balance of _____ days.

Signature of Department Head

Date