



# EAST FORK FIRE PROTECTION DISTRICT

1694 County Road  
Minden, NV 89423  
(775) 782-9040  
(775) 782-9043 (fax)

Tod F. Carlini, District Fire Chief  
Steve Eisele, Deputy Chief/Fire Marshal  
Dave Fogerson, Deputy Chief/Operations  
Lisa Owen, Executive Office Manager  
Joseph Langkilde, District Accountant

## EAST FORK FIRE PROTECTION DISTRICT ANNUAL LEAVE BUY-BACK REQUEST FORM

### Non-represented Management/Employees and FLSA Exempt Employees

**Instructions:** Complete Section 1 and submit to the Executive Office Manager for approval

#### SECTION 1

Date of Request:	Employee:
Division:	Title:
Phone:	
Annual Leave Balance:	Number of Hours Requested: (max of 40 hours)
Employee Signature:	

I have read and understand the Annual Leave Buy-Back Program and Policy as stated. Non-represented management/employees and FLSA-exempt employees have the option to participate in the District's Annual Leave Buy-Back Program. If any such employee has in excess of 160 hours of accrued, unused annual leave as of the last day of the first pay period in November, the employee may request that the District "buy back" up to a maximum of forty (40) hours of such annual leave, providing the remaining balance is equal to or greater than 160 hours after the "buy back". Employee participation is optional.

		<i>Circle One</i>
Executive Office Manager Signature:	Date:	APPROVED / DENIED
District Accountant Signature:	Date:	APPROVED / DENIED
District Fire Chief Signature:	Date:	APPROVED / DENIED