



Burlington County Institute of Technology

DISTRICT NOTICE OF INTENT

12 month EA employees desiring to receive payment for vacation days shall complete this notice of intent form to sell back a number of allowable days, **no later than June 1st**. Payment shall be provided on June 30.

I, _____ request to sell back _____ current
Employee Print Name Number of Days

vacation days, at my per diem rate of 1/240, with a maximum of five (5) days.

Employee Number

Employee Signature

Date