

**2018 Vacation Buy-Back Request Form**  
**MTA Bus Payroll Employees – UTLO And TWU L100**  
HR-BEN-405G



**Section 1 - Information and Instructions**

**MTA BUS UTLO EMPLOYEES AND TWU, LOCAL 100 ADMINISTRATIVE, PROFESSIONAL AND TECHNICAL TITLES UNIT EMPLOYEES MUST SUBMIT THIS FORM VIA EMAIL TO [MTABCKRONOS@NYCT.COM](mailto:MTABCKRONOS@NYCT.COM) BY FRIDAY, OCTOBER 8, 2021.**

If you have questions about your leave hours, please contact your agency timekeeper.

If you have questions about the Vacation Buy-Back Program, please contact the Business Service Center at [bscservice@mtabsc.org](mailto:bscservice@mtabsc.org) or call 646-376-0123.

**Section 2 - Employee Information**

Print Name	Last	First	M.I.	Suffix	BSC ID
Street Address					Agency ID/Pass #
City			State		Zip Code
Phone (H)		Phone (W)		Email	

**Section 3 – Vacation Buy-back Election**

You are allowed to cash out up to 10 days of accrued and unused vacation days (full days only).

**I elect to cash out:**

☐ 1 day ☐ 2 days ☐ 3 days ☐ 4 days ☐ 5 days ☐ 6 days ☐ 7 days ☐ 8 days ☐ 9 days ☐ 10 days

**Section 4 - Authorization**

*I acknowledge that this payment will not be reported as pensionable to any New York State, New York City, or MTA-sponsored defined benefit retirement plan.*

Employee Signature	Date
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