

Request Form to buy back vacation days

Name : _____

Staff number : _____

This is to request <Company name> to buy back vacation days of my current vacation entitlement.

I understand, and agree, that each day, being eight (8) working hours, will be converted according to the following formula:

$$\frac{\text{Gross Monthly Salary} \cdot 1.1633 \cdot 8}{173}$$

Gross Monthly Salary = Your Gross Monthly Salary applicable on the date of this request

1.1633 = Compensation factor for the loss of 8% Vacation Money and 8.33% 13th Month payment

8 = The official number of working hours per day

173 = The average number of working hours in a month

I would like <Company name> to buy back _____ days

pay the money with my next salary (it will be paid gross and taxed at your marginal rate)

make a transfer to Centraal Beheer to increase my entitlement to "flexi-pensioen"

Bank account number of Centraal Beheer _____

My "Relatienummer" is _____

top up my "spaarloonrekening" with <bank name> by Euro _____

(maximum contribution for <year> Euro __, __ __)

City, date: _____

Signature: _____

Approval Department Mgr.: _____

Approval HRD: _____

date: _____

date: _____

Reduction Holidays: _____

Payroll: _____

date: _____

date: _____