

**REQUEST FOR ADVANCE OF VACATION LEAVE**

**NOTE:** Benefit eligible full-time employees who have not yet been employed for a full year may be advanced a maximum of 10 days vacation leave in extenuating circumstances. The employee must complete the Request for Advance of Vacation Leave with appropriate signatures then send to Human Resources in order to be eligible for an advance of vacation leave. The request must be approved by the appropriate Vice President, the Director of Human Resources, and the Vice President for Finance and Administration. The payback for advanced vacation leave shall begin immediately upon the employee's return to work and continue until the advance has been repaid. In the event of separation prior to the advance payback, the employee agrees that if at the time of separation the full amount cannot be deducted, the college will bill the employee monthly until the amount has been paid in full.

<b>A. EMPLOYEE INFORMATION</b>	
WC ID number: _____	
Name of Employee: ( <i>Proper Name Required</i> )	
_____	_____
First Name	Middle
_____	_____
Last Name	Suffix
Title: _____	Department: _____
<b>B. REQUESTED ADVANCE OF VACATION</b>	
Start Date of Anticipated Vacation Leave: _____	Expected Date of Return from Vacation Leave: _____
Current Vacation Leave Balance: _____	Number of Days Requested of Advanced Vacation Leave: _____
Reason for Leave (Explain): _____ _____ _____ _____	
Employee Signature: _____	Date: _____
<b>C. APPROVALS</b>	
Department Head: _____	Date: _____
VP for Finance & Administration: _____	Date: _____
Director of Human Resources: _____	Date: _____
Comments: _____ _____ _____	
Number Advanced Vacation Days Granted: _____	