The San Diego Community College District

VACATION USE REQUEST PRIOR TO ACCRUAL

Employees are reminded that use of vacation is subject to the specific Bargaining Agreement/Handbook. Please review of terms or restrictions.

_____ _____
Employee Name (please print or type) Bargaining/Meet & Confer Unit

_____
Employee ID#

In accordance with my bargaining agreement/handbook, I request to take the following vacation dates and hours in advance of accrual:

Dates of vacation: _____ to _____

Total Hours Requested:_____

I certify that my vacation balance is _____ hours, as noted on my pay warrant accessed through WebAdvisor for period ending _____

I understand that should I resign, retire or leave the employment of the District, any salary paid me for vacation unearned previously taken, will be deducted from my final pay warrant and/or refunded to the District.

_____ _____
Employee Signature Date

C Recommended

C Denied for the following reason(s):

_____

_____ _____
Manager's Signature Date

FOR PAYROLL OFFICE USE:

C Approved

C Denied for the following reason(s):

_____

_____ _____
Payroll Supervisor Date

(SEE REVERSE OR PAGE 2 FOR INSTRUCTIONS)

INSTRUCTIONS

1. Eligibility

Certain monthly employees are eligible to use vacation in advance of accrual as defined in bargaining agreements/handbooks.

2. Request and Approval Procedure

If use of vacation in advance of accrual is provided for in the bargaining agreement/handbook, the following guidelines apply:

2.1 This form "REQUEST TO USE VACATION PRIOR TO ACCRUAL" shall be completed by the employee **at least 10 days in advance** of the intended vacation and submitted to appropriate manager for recommendation.

2.2 Manager either recommends approval or returns to employee as denied. If recommended, manager shall submit the request to the Payroll Office **a minimum of four days in advance** of the intended vacation. Those agreements and handbooks which specify vacation may be taken in advance of accrual require advance approval be given by the Payroll Office.

2.3 The Payroll Office will verify vacation balance from the payroll records and approve or deny the request. Verbal notice will be given to the site manager, followed by written verification, when time does not allow for normal procedure to be observed.

3. General Information

The Payroll Office will use the following guidelines in approving advance vacation leave:

3.1 Employee has completed six months of service with the District;

3.2 Request is for no more than one-half of the annual accrual, including current balance.