

Vacation Use Request Prior To Accrual

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

Employee Name Employee ID

Bargaining Unit / Meet & Confer Unit Name Date

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

Date(s) of vacation: _____ to _____

Total hours requested: _____

I certify that my current vacation balance is _____ hours, as noted on my timesheet in PeopleSoft.

Please Notice This



By signing below, I understand that should I resign, retire, or separate from the District, any salary paid to me for vacation taken prior to accrual will be deducted from my final pay warrant and/or refunded to the District.

Employee's Signature **Date**

I, _____, the employee's direct supervisor:

- Recommend the use of vacation hours prior to accrual
- Deny the use of vacation hours prior to accrual for the following reason(s):

Manager's Signature Date

If the employee has been a permanent contract employee for less than six (6) months, Vice Chancellor approval is required:

Vice Chancellor of Human Resources' Signature Date

Instructions for Requesting Use of Vacation Hours Prior to Accrual

1. Eligibility

Certain contract employees are eligible to use vacation in advance of accrual as defined in their respective bargaining agreement/handbook.

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 for Use of Vacation Prior to Accrual" shall be completed by the employee at least 10 days in advance of the intended vacation and submitted to the appropriate supervisor/manager for recommendation.
- 2.2 Supervisor/manager either recommends approval or returns to the employee as denied. If recommended, supervisor/manager shall submit the request to the Payroll Office a minimum of 5 days in advance of the intended vacation for appropriate routing and processing.
- 2.3 The Payroll Office will verify vacation balance from payroll records and notify the employee and supervisor/manager if the request has been approved or denied.

3. General Information

The Payroll Office will use the following guidelines in approving vacation prior to accrual:

- 3.1 Employee has completed six (6) months of service with the District;
- 3.2 If the employee has not completed six (6) months of service with the District, Vice Chancellor of Human Resources' approval is required.
- 3.3 Request for vacation usage is no more than one-half of the annual accrual, including the employee's current balance.