

Authorization for Repayment of Advance for Vacation Pay

I, _____, have requested to borrow vacation time of _____ day/days (from _____ to _____), which is more than the number of vacation day/days, which I have earned to date. In order to use this vacation time, I request that the City advance vacation time to me for _____ hours times my current hourly rate of pay _____, which amounts to _____.

In the event that my employment is terminated or I resign prior to earning enough vacation time to cover this advance, I agree to;

- A. Repay any remaining unearned balance at the time I cease to be employed by the City; and to;
- B. Allow the City to deduct any amount, which I owe from my last paycheck, and/or any future pay out, which may be due to me after the termination of my employment.

Dated: _____

Signature: _____

Print Name: _____

Department Head: _____

Human Resources Director: _____

Do you have any Floating Holidays or Compensatory time that can be used for this event. If so how much? _____ Hours.

These should be used prior to requesting advanced vacation time.

Please return this form to the Personnel Department as soon as possible.