

## Request to Use Vacation Prior to Accrual

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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 People, Culture, & Technology Services' 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.

From the [Classified Staff Bargaining Unit Agreement](#):

### **ARTICLE X - VACATION**

#### **10.1 Eligibility**

Vacation days shall be granted to all regular, monthly unit members covered by this Agreement. New unit members shall not be eligible to take vacation prior to completion of six (6) months of paid service. Vacations shall not be taken prior to the time that such vacation days are earned. Exceptions may be approved by the appropriate manager. The advanced hours shall not exceed the balance to be accrued during the remainder of the fiscal year.

If a unit member is terminated and had been granted vacation which was not yet earned at the time of termination of his/her services, the employer shall deduct from the unit member's final check the full amount of salary which was paid for such unearned days of vacation taken.