

Palomar College

Request for Advance Vacation

Board Policy CCE/AFT-13 allows employees to take vacation in advance “under extenuating circumstances” with the authorization of the Executive Administrator. Please complete this form to request vacation in advance. Advanced vacation will be deducted from future accruals. If you terminate employment having used more vacation days than earned, the District will deduct the unearned portion from your final pay.

EMPLOYEE NAME: _____

DEPARTMENT: _____

DATE OF HIRE: _____

NUMBER OF DAYS REQUESTED _____ START _____ END _____
(M/D/Y) (M/D/Y)

REASON FOR REQUEST (Please indicate the circumstances that require use of vacation in advance): _____

Employee Signature

Date:

SUPERVISOR RECOMMENDATION

Supervisor Signature

Approve _____

Disapprove _____

Executive Administrator

Approve _____

Disapprove _____

Comments: _____

Return this copy to Payroll Services

Copies: Employee