CLASSIFIED EMPLOYEE REQUEST FOR VACATION PAY
(Interoffice Correspondence)

To: Classified Payroll
Subject: Request for Vacation Pay per § 13.4 of the CCEU/Cabrillo College Contract

Section 1 (to be completed by employee):

I, ___________________________ am herein requesting ____________ hours
(clearly print or type your name) (not to exceed 40 hours)
of vacation to be paid on the next available payroll.

I understand that I must retain a minimum balance of 100 hours in sick leave and 80 hours in vacation to be eligible for the above request. I also understand that this request can be made only one time each fiscal year (July 1st through June 30th).

Signed: ___________________________ College ID: _______________ Date: ____________

Section 2 (for Payroll use Only):

Initial each box below:

☐ Employee has 100 hours sick leave as of the above date.
☐ Employee has 80 hours of vacation after above hours are deducted.
☐ Posted on employee leave record.
☐ Will be paid on ________ pay date.

$_________ hourly rate x ________ hours of vacation requested = $ _____________ pay (posted ________) 

Section 3 (complete and forward copy to employee when above is approved/verified):

To: ___________________________ Department: _______________ Date: ____________

From: Payroll Office

☐ This is to notify you that the above request for vacation pay will be included in your paycheck dated _____.
☐ This is to notify you that the above request will not be paid because:
   ☐ You have less than 100 hours of sick leave
   ☐ You have less than 80 hours of vacation

Please contact the Payroll Department if you have any questions.