



Advance Use of Vacation Form

The Vacation Article in the Collective Bargaining Agreement between CWA and Arc Mercer allows for employees to request advance use of vacation time for approval through the Office of the Executive Director of as follows:

- After 6 months of employment, up to 6 days may be borrowed against the employee's annual allotment, earned at the employee's anniversary date.

Employee Information:

Name: _____

EE ID #: _____

Title: _____

Department: _____

Date of Hire: _____

Time Requested:

| | | | | | |
|--------------|-----|--------------|-----|--------------|-----|
| Date (m/d/y) | / / | Date (m/d/y) | / / | Date (m/d/y) | / / |
| Hours | | Hours | | Hours | |

| | | | | | |
|--------------|-----|--------------|-----|--------------|-----|
| Date (m/d/y) | / / | Date (m/d/y) | / / | Date (m/d/y) | / / |
| Hours | | Hours | | Hours | |

By signing below, I understand that in the event that I am no longer employed with Arc Mercer, prior to my anniversary date, I understand and authorize Arc Mercer to deduct from my last paycheck, the salary equivalent to the amount of borrowed vacation time.

Employee Signature: _____ Date: _____

Supervisor Acknowledgement Confirmed by HR [] Yes [] No

OED Approval: _____ Date: _____