



**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 60 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: _____ Datatel 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.