

**Policies and Procedures**

Title

Early Vacation Check Request

HR Policy No: 10.041

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Revised: April 1, 2019

Purpose

To provide hourly employees with a method of obtaining their vacation check in advance when the normal pay would occur during the scheduled vacation period.

Applicability

All Full-Time Hourly Employees

Policy

An employee may request his/her pay check in advance, payable on the bi-weekly payroll occurring just prior to their vacation. The early pay request is for the entire pay. A written request must be submitted for approval at least three (3) weeks in advance of the vacation to insure the check is processed on time. Timesheets can be obtained from the payroll department.

Responsibility

The associate vice president for human resources, or his/her designee, is responsible for the overall administration of this policy.