

## VACATION ADVANCE PAYCHECKS

### SUMMARY

This procedure explains when and how paychecks may be issued in advance of an employee's vacation. Collective Bargaining Agreement provisions govern an employee's eligibility to request vacation advance checks. AFSCME Local 3292-Aviation, AFSCME Local 121- Water and Sewer, Police Benevolent Association Rank and File and Supervisory Units, and GSAF Supervisory and Professional Units are no longer eligible for vacation advance checks.

### PROCEDURE

1. Employee must have department's authorization to use leave for vacation.
2. Verify that sufficient annual, holiday, and compensatory leave is available.
3. Employee must be using leave in order to request advance vacation paycheck(s).
4. Paper PARs

On the Payroll and Attendance Record (PAR, under the heading "VA", write the number of checks requested. Vacation checks are issued in 2 week increments, so 1 check would represent 80 hours of leave, 2 checks, 160 hours, etc. Therefore, an advance vacation check may not be issued for a 1 week vacation.

#### ePARs

On the timesheet, add a row and select the TRC "VA" from the drop down. Enter the number of vacation advance checks being requested on a day off. Vacation checks are issued in 2 week increments, so 1 check would represent 80 hours of leave, 2 checks, 160 hours, etc. Therefore, an advance vacation check may not be issued for a 1 week vacation.

From Monday 05/14/2012 to Sunday 05/27/2012

Mon 5/14	Tue 5/15	Wed 5/16	Thu 5/17	Fri 5/18	Sat 5/19	Sun 5/20	Mon 5/21	Tue 5/22	Wed 5/23	Thu 5/24	Fri 5/25	Sat 5/26	Sun 5/27	Total	Time Reporting Code	Taskgroup
8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00				RT - Regular Time	30011501
												1			VA - Vacation Advance	30011501

Submit [Click here for PAR CODE Descriptions](#)

5. Four (4) vacation advance checks is the maximum allowable number.
6. The advance check will be issued (or direct deposited) on the next payday.

#### Exception

Employees working shifts greater than 80 hours (i.e., Fire Department employees) will be issued vacation advance checks appropriate to their work schedule.

### CONTACT(S):

#### Department/Division

Human Resources Department/ Payroll and Information Management