



Employee Vacation Hours to go Negative Agreement

Date of Request: _____

Employee Name: _____

Hire Date: _____ *(must have)*

Current Accrued Vacation Hours: _____ *(must have)*

Dates of Vacation Requested: _____ *(must have)*

I have requested to take paid vacation time or PTO time for a number of days/hours which is more than the number of paid vacation or PTO time which I have earned to date. I request that the company advance vacation pay or PTO pay to me in the amount of \$ _____.

In the event that my employment is terminated or I resign prior to earning enough time to cover this advance, I agree to:

- (A) Repay any remaining unearned balance at the time I cease to be employed by the company; and to
- (B) Allow the company to deduct any amount which I owe from my last paycheck and/or any future commission checks which may be due to me after the termination of my employment.

Dated: _____

Employee Signature: _____

Manager Approval: _____