



TEMPLE UNIVERSITY  
A Commonwealth University

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Philadelphia, Pennsylvania 19122

Payroll Department

To: Dean's, Directors, and Budget Unit Heads  
From: Nancy L. Hinchdiff  
Director of Payroll  
Date: June 24, 1997  
Subject: Vacation Advance Policy Reminder

In response to the numerous calls we have received in the Payroll Department regarding requests for Vacation Advances I thought it may be beneficial to remind everyone what the University Policy is regarding these requests. Below you will find the University Policy on Vacation Advances as documented in the HRS Policy and the Procedure Manual:

**Policy:**

All full time weekly employees going on vacation, who will not be present on their regularly scheduled pay date, may request a vacation pay advance from the Payroll Department.

The vacation pay advance request is to be made on an authorized Vacation Advance Form. It must be filled in completely and must have employee's supervisor's signature.

Vacation Advances will be considered only for employees with NET PAY in excess of \$100.00. (Note: Employees that have a large credit union deduction which causes their net pay to be less than \$100.00 will not be processed).

Requests for a vacation pay advance must be made two weeks prior for weekly employees. Since monthly employees are entitled to enroll in direct deposit they are not eligible to receive vacation advances. Request forms submitted late or without proper signature may not be processed.

Please keep the mind, the amount of the advance is based on the amount the net pay is expected to be for the week(s) the individual is on vacation. This will be added to the net pay of the last paycheck the employee receives prior to going on vacation. Checks will be distributed on payday, they will not be released early.

If you have any questions, please feel free to call me at 1-5287. Thank you for your cooperation.

cc. Frank Annunziato  
Michele Florkowski  
Karen Lahvis  
Tim O'Rourke  
Terry Sukalski  
Payroll Department