



# SMITH COLLEGE

## Request form for Vacation Advance

**For Payroll Office Use only:**

Amount of Advance: \_\_\_\_\_

To: Payroll & Disbursements Office, College Hall 204

From: \_\_\_\_\_  
Type or print name

Smith ID No. \_\_\_\_\_

I will be on vacation  
from \_\_\_\_\_  
Day and Date

Please pay me on:  
Friday \_\_\_\_\_  
Date

to \_\_\_\_\_  
Day and Date

This staff member will be on vacation  
For the above mentioned period.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

***Advance vacation payments are subject to the following conditions:***

- They are available only to regular staff members.
- You will be on vacation for at least one week.
- A separate request form is submitted for each absence (i.e. random vacation weeks throughout the summer should not be covered by one request form).
- The Payroll office must receive your request in writing (on the approved form) by Monday prior to the Friday on which you expect payment.
- Advances will be paid through Accounts Payable; it will be **NOT** be included in your regular pay check.
- Your advance pay will be an estimate of your normal net pay, and on the following Friday you will receive the balance. You must submit your regular time sheet showing vacation hours taken!