

APPENDIX 5.4.1.1: AUTHORIZED PAYROLL DEDUCTION FORM

I understand that each employee's vacation time accrues on a monthly basis. This rate of vacation accrual is calculated by taking the total number of annual vacation hours allowed, dividing by 12, and multiplying by the number of months employed during a fiscal year.

An employee may, with the permission of the employee's supervisor, request and take more vacation hours than the employee has accrued at a given time, as long as the hours of vacation time requested and taken do not exceed the total number of annual hours of vacation time that the employee is permitted. If an employee requests and takes more vacation than the employee has accrued, and that employee later terminates employment with Fontbonne, regardless of the reason for such termination, the vacation hours in excess of those accrued/earned at the point of termination shall be reclassified as personal leave without pay.

I hereby, with my signature below, authorize a deduction from my final paycheck the amount equivalent to such hours that may be reclassified as personal leave without pay pursuant to Fontbonne University's Vacation Policy, as set forth in section 5.5.1 of Volume V of the Policy Manual.

I have read and understand the contents of this authorization.

Date: _____

Signature: _____