NEW YORK UNIVERSITY
A private university in the public service

PAYROLL DEPARTMENT
726 Broadway, 2fl Mailcode: 1530

VACATION INFORMATION FORM

Instructions:

This form is to be used for the following reasons:

- *To request a vacation advance (item 1, below)*
- *To indicate an absence without pay following the vacation period (item 2, below)*

*The **approved** form must be sent to the **Payroll Department** at least **4 weeks** prior to the start of the employee's vacation.*

Payroll Dept Only

Sequence # (1–6)

C

Check one:

☐ Bi-Weekly Paid Employee (object codes: 106/116, 104/114)

☐ Weekly Paid Employee (object codes: 107/117)

Employee ID (1–9) | Check Loc | Last Name | First Name | MI

School or Division | Department/Section

1. Period of vacation for which advance is requested, must be multiples of one week *(Minimum 5 days. Maximum 20 days)* → From ___/___/___ Date To ___/___/___ Date

Number of work days to be advanced, check one: ☐ 5 ☐ 10 ☐ 15 ☐ 20

2. Period of absence without pay to be granted following vacation → From ___/___/___ Date To ___/___/___ Date

Please note if absence without pay is less than 2 weeks also indicate" absence – do not pay" by symbol "O" on the bi-weekly time report or the weekly time card. If absence without pay is more than 2 weeks, you must process a Personnel Action Form.

Approvals

Supervisor or Department Head | ___/___/___ Date | Human Resources Representative | ___/___/___ Date

Payroll Department Use Only

10	Dollars to Advance (24–30)	Advance Deduction (37–43)	Advances from Other Systems (50–56)	Total Amount (73–79)	PROC. BY
AD					