



Stanislaus Regional Housing Authority

ALPINE | AMADOR | CALAVERAS | INYO | MARIPOSA
MONO | STANISLAUS | TUOLUMNE COUNTIES

IN LIEU VACATION – PAY REQUEST

Note: An employee requesting vacation pay in lieu of taking vacation may be paid a maximum of 100 hours per year providing the employee has an accrued vacation leave balance of 80 hours or more at the time of the request.

The time request must be approved by Human Resources.

Date: _____

I _____, hereby request _____ hours in lieu of taking _____ hours of my vacation, to be paid with the pay period ending _____.

Approved: _____
Director of Business Operations