



## VACATION REIMBURSEMENT AUTHORIZATION

**Employee Name:** \_\_\_\_\_

**Date of Employment:** \_\_\_\_\_

After completing six months of continuous employment, KEY/FTS/FTSCO/RPG Vacation Policy allows me to request approval to use a limited amount of vacation before the time it is actually accrued. If my request to "borrow ahead" is approved, in the event my employment ends (voluntarily or involuntarily) before accruing an adequate time to equal time taken, I authorize KEY/FTS/FTSCO/RPG to adjust my final paycheck accordingly.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Note:**

This is intended only to address one aspect of the Vacation Policy and all other guidelines outlined in the Employee Information Handbook apply.