

# City of Highland Park

## Paid Time off Advance Agreement



I, \_\_\_\_\_, am requesting \_\_\_\_\_ hours of \_\_\_\_\_ time from the City of Highland Park in advance of having accrued such paid time off. I agree to repay the City the advanced time off and voluntarily consent to the appropriate deductions from my paycheck.

I further agree that if my employment is terminated prior to having repaid such advance, I consent to having the entire remaining amount deducted from my final pay, even if such amount exceeds 15% of my final pay.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Manager Signature

\_\_\_\_\_  
Date

cc: Payroll  
Personnel File