



MEMORANDUM OF UNDERSTANDING

Oregon Tech allows for the accrual of vacation leave for unclassified employees appointed to a twelve- month position of at least one-half of a full-time equivalent (.5 FTE). This policy requires a waiting period of at least six months from the date of hire prior to the use of the accrued vacation leave.

I am requesting an exception to this rule to cover an unanticipated leave during my waiting period. I understand that if I terminate employment with Oregon Tech prior to my six month wait period, my final paycheck will be adjusted for the “borrowed” vacation leave that I am not due until my six month period has been completed. I understand that I can only “borrow” or be advanced the amount of vacation leave that would have accrued from the date of hire to the date use of the borrowed leave begins; and that I will be required to use leave without pay for any additional time taken.

Employee Date

Amount of time requested and dates of leave: _____

Approved:

Supervisor Date

Received in Human Resources: _____
Initials Date

cc: Payroll Office