

ANNUAL LEAVE ADVANCE – REPAYMENT AGREEMENT

Date _____

Employee _____

Principal Investigator _____

This will confirm that the following arrangement has been made with respect to the advancement of annual leave for the above employee:

Appointment Start Date _____ Appointment End Date _____

College/Work Location _____

Project Number _____

Number of Hours of Annual Leave to be Advanced _____

It is agreed that the above-stated number of hours of annual leave will be advanced to the above employee in order to facilitate the scheduling of such annual leave within the above-stated appointment period. It is understood that if the employee does not work to the end of his / her appointment end date, or has otherwise not accrued the total number of hours of annual leave advanced, the employee shall repay the Research Foundation the amount of annual leave that was advanced but not yet accrued on that project in the following manner and in the following order:

- an equivalent dollar amount of annual leave shall be charged to available funds in the employee's Accrued Reserve, if available;
- or any remaining balance due shall be deducted from wages due the employee, if any;
- the employee shall provide the Foundation with a personal check or money order made to the order of the Research Foundation of CUNY, for any remaining balance due.

It is further understood that the college is responsible for any leave that is advanced pursuant to this agreement.

Agreed to by:

Agreed to by:

Employee_____
Principal Investigator or Authorized Designee_____
Date_____
Date