
2414 VACATION ADVANCES

Effective: December 1986
Revised: July 2006
Last Reviewed: May 2011
Responsible Office: Comptroller
Approval: Comptroller

PURPOSE

To establish policy for requesting vacation advances for non-exempt employees.

POLICY

1. The only advance payment of salary or wages available to University employees is a vacation advance. This advance is payable only when an employee will be on earned vacation on regularly scheduled pay dates.
2. Vacation advances are only available to non-exempt (weekly paid) employees.
3. The departmental business administrator or payroll coordinator is responsible for determining the amount of pay to be advanced. This amount may not exceed the net amount of the employee's regular paycheck (i.e., gross pay minus taxes, reductions, deductions and shelters).
4. Requests for vacation advances must be submitted to the Payroll Department on the "Vacation Advance Request" according to the specified deadlines (see <http://www.finance.upenn.edu/comptroller/accounting/closingsch/payroll/>).
5. Vacation advance payment will be included as part of the employee's last regularly scheduled paycheck preceding the vacation if submitted within the deadline outlined above.