



**PAYROLL SERVICES
WINTER BREAK 2019 FORM**

Georgia State University will be closing for Winter Holidays December 23 – 27, 2019, and January 1, 2020. HOLIDAY hours will be populated for each benefits eligible employee on these dates. The University will also be closed December 30 - 31, 2019, and January 2 – 3, 2020, as a cost savings measure. As a convenience to employees, the Payroll office will populate VACATION hours for benefit eligible employees for each day that is not a recognized Holiday. Some areas such as Police and Animal Care are exempt. If an employee would prefer NOT to be compensated using vacation hours for the days in December and/or January the University is closed, please indicate the days below. Your pay will be reduced by the number of hours that you request.

Employee Name:	Employee ID:	Today's Date:

Scheduled Vacation Days (8 hours of vacation time or calculated amount for benefits eligible employee less than 1.0 FTE will be paid unless otherwise requested)

Dates	Vacation Hours Automatically Populated	Vacation Hours to Delete Because Individual is Working (Please list hours worked)	Vacation Hours to Delete and NOT be paid	Vacation Hours to Delete Because Individual is Using Compensatory Time (Please list Compensatory Hours)	Use Sick Hours (Documentation Required)
12/30/2019	8.0				
12/31/2019	8.0				
01/02/2020	8.0				
01/03/2020	8.0				
TOTAL HOURS	32.00				

Employee Certification:

I certify that I have read and understand by requesting a deletion of my vacation hours that I will not be paid for the hours the University is closed and know my pay will be reduced accordingly unless I have also identified the hours I will be working during this time.

An employee on FMLA or who has documentation for upcoming medical procedures may request sick time be used in lieu of vacation hours.

Signature: _____ Date: _____

Supervisory Review:

I have read and understand the terms and recommend the following action:

Approved **Not Approved** - Please note reason(s): _____

Signature: _____ Date: _____

THE SIGNED FORM MUST BE IN THE PAYROLL OFFICE BY 5:15 pm ON December 6, 2019. THE PAYROLL OFFICE IS LOCATED AT 1 PARK PLACE, 3rd FLOOR. PERIMETER CAMPUS EMPLOYEES MAY FAX THE FORM TO (404)413-3305.