

REQUEST TO USE VACATION DURING PROBATIONARY PERIOD

AND AGREEMENT TO REPAY

I, _____, do hereby request to use _____ hours of vacation on _____, pursuant to Section 11.10, Vacation Leave/Probationary Employees, of the Rules Governing Employee Compensation, Benefits and Working Conditions.

Pursuant to that rule, I hereby covenant and agree to pay to Sutter County the sum of \$_____, representing _____ hours times _____ hourly compensation, in the event that my employment with Sutter County terminates for any reason during my probationary period established pursuant to Section 14.0 of the Sutter County Personnel Rules and Regulations. Said amount shall be immediately due and payable on the last day of my employment with Sutter County.

DATED: _____

(Employee Signature)

APPROVED:

DATED: _____

(Department Head)

By: _____

Submit Original to Auditor's Office

cc: Personnel Department