



## Vacation Usage Consent Form

I understand that after six months of continuous employment at Cornell, I may use paid vacation leave accruals with supervisory approval. As a condition of receiving paid vacation leave during my first year of employment, I agree that if my employment ends before I complete one year of continuous service, I will owe Cornell the amount of the vacation pay that I received in that first year.

I give express permission to Cornell to deduct from my final paycheck any vacation pay that may have been advanced to me if I leave Cornell during my first year of employment.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

This document will remain on your employee record within Workday, and may be viewed in Workday via Related Actions/Worker History/Maintain Worker Documents.

In compliance with New York State Labor Law, Section 193, Wage Deductions, we are required to notify you of the following dispute resolution procedure which you may access if you choose to contest a deduction for vacation accruals which have been advanced to you as described above:

Staff members (non-represented) may access Policy 6.11.4. Staff Complaint and Grievance Procedure, <https://www.hr.cornell.edu/policies/nonacademic/grievance.html>

Staff members (represented by a collective bargaining agent) may access the grievance procedure in their specific collective bargaining agreement at <https://hr.cornell.edu/hr-policies/bargaining-unit-staff>.