



Vacation Pay Acknowledgement & Agreement Form

This Form is to be completed by employees who are paid vacation pay on every payroll.

I, _____ (employee), acknowledge and agree that my vacation pay will be paid on every _____ (weekly/bi-weekly/semi-monthly/monthly) pay as it accrues.

I understand that my vacation pay will be recorded separately from my regular earnings on my pay stub.

I also acknowledge that I have received and read the Vacation Policy and agree to abide by it for the duration of my employment.

Employee Signature

Date