

VACATION/PAID TIME OFF "ADVANCE" AGREEMENT

This Vacation/Paid Time Off Advance Agreement (the "Agreement") is made this ____ day of April, 2020 by and between COUNTY OF DEKALB, Illinois (the "County") and _____ (the "Employee").

On _____, the County provided Employee a vacation pay advance equal to _____ hours (maximum of two (2) weeks) of pay) ("Vacation Advance Amount") to permit the Employee to be off work while receiving vacation pay in lieu of an otherwise unpaid leave of absence when taking time off due to the COVID-19 pandemic.

Even though the Employee has not yet earned sufficient vacation benefits to cover this paid time off according to the County's published vacation policy, this amount is a "loan" against future amounts to be earned during calendar year 2020 and, if necessary, 2021. The County has agreed to advance these vacation benefits to the Employee on the sole condition that the Employee agrees to authorize the County to offset this time off against future vacation benefits when such benefits are earned. The repayment schedule (at a rate of five hours per pay period) will begin on the first regular payday after the Vacation Advance Amount is made or whenever the Employee begins to earn vacation in accordance with the applicable published vacation policy, whichever comes first, and the offset/repayment schedule will continue for each pay period thereafter (in five-hour increments) until the Vacation Advance Amount is repaid in full. In the event Employee earns less than five hours vacation in any pay period, the repayment amount for that pay period will be the highest whole number increment earned for that pay period. The Employee is not eligible to take any additional time, other than approved County observed holidays, until after the Vacation Advance Amount is repaid in full as described in this Agreement.

This Agreement will not alter the at will employment status of the employment relationship between the County and the Employee. This Advanced Vacation Agreement should not be construed as a departure from the established County policy concerning vacation benefits. In the event that the Employee's employment with the County is terminated, for any reason, before the Employee has earned sufficient vacation benefits to offset the entire amount of this Vacation Advance Amount, the unpaid amount shall immediately become due and owing to the County and the County can declare the unpaid amount payable through deductions from the Employee's final paycheck even if the amount exceeds 15% of Employee's final paycheck.

COUNTY OF DEKALB

EMPLOYEE

DATE

DATE