

**PASSAIC COUNTY COMMUNITY COLLEGE  
2011-2012 MAKE-UP HOURS**

Employee Name: \_\_\_\_\_ Home Department: \_\_\_\_\_  
Contact Number: \_\_\_\_\_ Assigned Department: \_\_\_\_\_

The maximum number of leave days that may be applied to the 2011-2012 Make-Up Hours is five (5) days, except for a serious hardship. This form must be completed and submitted to the Office of Human Resources by no later than August 1, 2011.

**APPLICATION OF VACATION DAYS:**

\_\_\_\_\_ I will apply \_\_\_\_\_ vacation days towards the 2011-2012 Make-Up Hours. These days represent a total of \_\_\_\_\_ hours (total equals 7 hours per day for a 35 hour workweek employees, or 8 hours per day for a 40 hour workweek employee, times the number vacation days to be applied).

**APPLICATION OF PERSONAL DAYS:**

\_\_\_\_\_ I will apply \_\_\_\_\_ personal days towards the 2011-2012 Make-Up Hours. These days represent a total of \_\_\_\_\_ hours (total equals 7 hours per day for a 35 hour workweek employee, or 8 hours per day for a 40 hour workweek employee, times the number personal days to be applied).

**COMMITMENT TO MAKE UP HOURS AT OPEN HOUSES/COMMENCEMENT ACTIVITIES:**

\_\_\_\_\_ I will make-up \_\_\_\_\_ hours of the 2011-2012 Make-Up Hours by working at an Open House scheduled during the \_\_\_\_\_ 2011 fall and/or \_\_\_\_\_ 2012 spring semester. (Administrators or Support Staff)

\_\_\_\_\_ I will make-up \_\_\_\_\_ hours (maximum of 15 hours) of the 2011-2012 Make-Up Hours by working at activities related to the 2012 Commencement. (Support Staff only)

\_\_\_\_\_  
Employee Signature \_\_\_\_\_ Date \_\_\_\_\_  
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**EXCEPTIONS:**

Based on a meeting with the Vice President for Human Resources, held on \_\_\_\_\_, 2011, the following leave days/hours will be applied to the 2011-2012 Make-Up Hours:

\_\_\_\_\_ Total # Vacations Days \_\_\_\_\_ Total # Personal Days \_\_\_\_\_ Total # Hours Applied

\_\_\_\_\_  
Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Vice President for Human Resources \_\_\_\_\_ Date \_\_\_\_\_