



Purchased Vacation Request Form

Associate Name: _____

Location: _____ Department: _____

Date of Hire: _____ Date of Request: _____

A	B	C	D	E	F	G
# of Days Requested	Hours Worked per shift (please circle)	Weekly Scheduled hours in PeopleSoft	Hours Worked per Year =(C*52)	Annual Benefits Base Rate on 10/1 (from benefits enrollment system)	Hourly Benefits Rate = (E/D)	Per Pay Period Deduction (F*B*A/26) (pd bi-weekly)
Completed by Associate		Will be calculated in enrollment system and verified by Associate Resource Center				
	8 10 12					
<i>For example, a bi-weekly paid associate making \$30,000 on 10/1/07 requests 2 purchased vacation days:</i>						
2	8	40	2080	30,000	\$14.42	\$8.88

Purchased vacation days are available for purchase through post-tax salary deduction, subject to supervisory approval. Your total core, rollover and purchased vacation days cannot exceed the maximum established by the Valassis vacation policy.

The salary used to calculate the cost of purchased vacation is pay on 10/1 prior to the plan year. Pay is defined as base pay (excluding overtime and bonuses). For sales associates, pay is defined as base pay plus the average of the last two full years commissions (and/or sales bonuses).

In the event you terminate employment for any reason, you will be paid purchased vacation time accrued, but not used. If you transfer to a non-salaried position, your approved request will be honored, but your deductions will be re-calculated to accommodate the remaining number of pay periods in the year.

Signature of Employee

In addition, I am requesting _____ carryover days.

Signature of Supervisor

Date

Your purchased vacation time is: Approved / Not approved

Your requested carryover days are: Approved / Not approved

Name of ARC Associate

Date Entered by ARC

Distribution: Supervisor/Manager
 Associate