EXHIBIT G

AGREEMENT TO APPLY VACATION AND/OR COMPENSATORY TIME OFF CREDITS VALUE TO REPAY SALARY OR WAGE OVERPAYMENT

Department _____ Date _____

Employee
Social Security No. _____ Pos. No. _____ Name _____ Payroll Number _____

I. ACCRUED CREDITS

		Hours	Current Hrly Rate*	Value
1.	Accrued vacation credits as of _____	_____	$ _____	$ _____
2.	Accrued CTO credits as of _____	_____	$ _____	$ _____
3.	TOTAL Accrued credits	_____	$ _____	$ _____

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II. ACCRUED CREDITS APPLIED FOR REPAYMENT *Complete only after it is determined when repayment will be made and whether the repayment due is the gross or customary "net" amount.*

	Hours	Current Hrly Rate*	Value	Accrued Hrs – Applied Hrs = Balance
1. Vacation Credits	_____	$ _____	$ _____	_____ - _____ = _____
2. CTO Credits	_____	$ _____	$ _____	_____ - _____ = _____

I authorize deduction of the above vacation and/or CTO credits for repayment of salary or wage overpayment.

_____   _____
EMPLOYEE SIGNATURE   DATE

APPROVED: _____   _____
REPRESENTATIVE RESPONSIBLE FOR FORM 7   TRANSACTION DATE

Form 7 Tracking Instructions

1. Use new codes to record deduction of vacation/CTO credits for repayment of overpayment.
   OV = Vacation hours applied for repayment of an overpayment.
   OC = CTO hours applied for repayment of an overpayment.
2. *Current hourly rate includes all differentials included in an employee's monthly salary. It does not include hourly differentials (e.g., night shift, working condition, etc.) that should have been paid in cash even if a CTO election is made in lieu of cash payment for OT.
3. Convert hours to value by multiplying the hours by the employee's current hourly rate. Convert value to hours by dividing the value by employee's current hourly rate. For ease in tracking, as much as possible, have employee apply credits for repayment in 15-minute (1/4 hour) increments.
4. On the Form 7, deduct the number of hours used for repayment of an overpayment using the transaction date.
5. Keep a copy in the employee's official personnel file with the G-1's.
6. Attach a copy to the employee's repayment agreement.