**Earned Time Advance Request Form**

I have requested to take and be paid for earned time that exceeds the number of earned time hours I have accrued to date. I therefore request that the Massachusetts Technology Collaborative (“MassTech”) advance XXXX hours of earned time to me.

I understand and acknowledge that advanced earned time hours are borrowed from my future earned time accruals and that future earned time accruals shall initially be applied to replenish my negative balance before creating a positive balance that shall be available to be used for additional paid time off in the future.

In the event that my employment with MassTech is terminated, I understand that the value of the advanced earned time is subject to repayment. I agree and authorize MassTech to deduct the outstanding unearned balance from any sums due to me at the time of termination.

Employee Name Employee Signature

Approving Manager Name Manager Signature

Human Resources Approval