

Vacation Carryover Request

FROM: _____
DEPARTMENT: _____
SUPERVISOR: _____
DATE: _____

Up to 10 days for AESES and CMP, and 5 days for IUOE can be carried forward to the next vacation year.

Days to carry forward to future year: _____

From the 20 ____ / 20 ____ vacation year to the 20 ____ / 20 ____ vacation year.

Vacation year is April to March annually. Vacation is accrued in one vacation year to be taken the following vacation year. Vacation is prorated in the first year based on employment.

Employee Signature: _____

Approver Signature: _____

VP Signature*: _____

*Required if due to exceptional circumstances carryover amount exceeds the maximum allowable.