

Vacation Carryover Request

Effective January 1, 2023

Upon the approval of an employee's Department Head and the Human Resources Department, all vacation carryover requests made by the employee will be approved until the employee's next anniversary date. Upon the employee's next accrual anniversary date, any unused vacation carryover accruals will be removed from the employee's vacation accrual bank.

Please complete the employee section below at least 30 days prior to the date on which vacation eligibility would be exhausted and return this form to your Department Head or designee. The Department Head will then evaluate the request, make a recommendation for approval or denial, and forward this form to the Human Resources Director.

Vacation carryover requests are for one year. Day one is on the anniversary date. Any unused carried over time will become unavailable for use at the close of business the day before the next anniversary date.

Print Name

Date

Employee Email

Phone Number

Department

Accrual Date: _____ Current number of unused vacation hours: _____

Anticipated number of unused vacation hours: _____

Employee Signature

Date

Department Head / Designee Recommendation: Approved Denied

Comments: _____

Department Head / Designee Signature

Date