



THE UNIVERSITY OF
WINNIPEG

Human Resources

Request to Borrow Vacation Entitlement

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

Please complete and submit prior to taking time off.

Up to 70 hours (10 days prorated) of vacation can be borrowed from your next vacation year.

Hours to borrow from 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.

(Requesting Signature)

(Authorizing Signature)

FORWARD COMPLETED FORM TO: Attendance@uwinnipeg.ca or Attendance / Human Resources

(HR Revised 2014)