



THE UNIVERSITY OF
WINNIPEG

Human Resources

Vacation Carryover Request

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

Up to 35 hours (or 5 days prorated) can be carried forward to the next vacation year.

Hours 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.

(Requesting Signature)

(Authorizing Signature)

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