

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.