



Vacation Carryover Exception Request

Current policy allows up to 40 hours of available vacation time to be carried over into a new year. Any amount in excess of 40 hours not used by December 31st or sold back by November 15th will be forfeited.

Eligibility

An employee *may* be permitted to carry over more than the allowable vacation hours when special work demands, personal or economic hardship arise and or other extreme emergency prevent an employee from using or selling hours greater than 40. A request to carry over accrued but unused vacation time, including a rationale, must be submitted no later than the 15th of December each year, to the Human Resources department. If approved the carryover vacation hours will be added to the employee's vacation balance in January.

Instructions:

1. Employee completes Section 1 and submits form to supervisor ONLY if option 'A' below is chosen; Otherwise, skip to submit to Human Resources
2. Manager complete Section 2 ONLY if employee chose option 'A' below and submits form to Human Resources
3. Human Resources submit to company president
4. President mark approval/denial with signature and approved # hours and returns to Human Resources for processing

SECTION 1. EMPLOYEE INFORMATION		
Employee Name:		Employee Number:
Department:		Supervisor:
Current # vacation hours:	Expected # vacation hours (end of year):	Requested # vacation hours to carry over:
Did you sell back excess vacation by November 15 th this year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many hours? _____		
Reason for request to carryover: A. Work demands prevented me from using vacation during the year such that I was unable to reduce my hours to 40 by the end of the year. <input type="checkbox"/> Yes <input type="checkbox"/> No B. I have an upcoming event in the new year for which I will need more than 40 hours of vacation. <input type="checkbox"/> Yes <input type="checkbox"/> No Please describe the event and date(s): _____ _____ Remaining sick hours (as of today): _____		

SECTION 2. MANAGER INFORMATION (Skip if Employee chose Option B in Section 1)

Reason for request to carryover excess accruals:

- Required to work as a result of special job demands or other critical nature
- Absent for compensable injury (Worker's Compensation)
- Prevented from using previously scheduled vacation hours in December

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Were requests to use vacation hours denied this year? ☐ Yes ☐ No If yes, reason requests were denied:Is there any reason the employee cannot use vacation hours between now and the end of December to use the excess accruals above 40 hours? ☐ Yes ☐ No If yes, please explain why:

Employee Signature:

Date:

Manager/Supervisor Signature (if applicable):

Date:

Human Resources Signature:

Date:

Presidential Approval:

☐ Approved ☐ Denied

Number of hours approved to carry over: _____

Comments (if any):

Signature_____
Date**HUMAN RESOURCES AND PAYROLL USE ONLY**☐ Updated DAC_____
HR Initials_____
Date☐ Payroll Updated_____
Payroll Initials_____
Date