Perform Air International Inc.
Administrative System Manual
Section III
Procedure III.44: Vacation Carryover Exception Request Procedure

Revision	Revision Date	Revision Change
N/I	01/31/2022	Initial Release/Re-Release
1	*05/22/2025*	*Revision to 3.2*

1.0   Purpose:

The purpose of this procedure is to request exception to the vacation carryover policy.

2.0   Scope:

All employees who accrue vacation hours per the Personnel Policy

3.0   Responsibility:

3.1   The maintenance of this procedure is the responsibility of the Human Resources Manager.

3.2   It is the responsibility of the employee to request an exception if the need arises to carry over an excess of *allowed* vacation hours; Perform Air's current allowable limit per the Personnel Policy in the Quality System Manual (QSM) *is based on tenure.*

3.3   The employee is responsible to submit the request and a rationale within the time frame described in the "procedure" section below to be considered for the exception.

4.0   Definitions:

4.1   Exception - An instance or case not conforming to the general rule.

5.0   Procedure:

5.1   Requesting and exception for vacation carryover:

5.1.1   The employee obtains and fills out the Vacation Carryover Exception Request form from the QSM.

5.1.2   The request form is then submitted to the employee's manager to fill out and sign if applicable as described on the request form.

5.1.3 The request form is then submitted to the Human Resources Department no later than December 15th for review and verification.

5.1.4 Human Resources forward the request, once verified, to the company president for approval/denial and signatures. The form is returned to the Human Resources Department for processing and updating payroll.

5.1.5 Human Resources will forward a copy of the completed form to the requesting employee, once verification and signatures are completed.

6.0   Records:

6.1   Vacation Carryover Exception Request (Form 52.12)