

**Eligibility**

Under the provisions of the collective bargaining agreements and the Management Personnel Plan, an employee **may** be permitted to carry forward more than the allowable vacation credits when the employee was prevented from using enough vacation to reduce the credits because the employee:

- Was required to work as a result of fire, flood, or other extreme emergency; or
- Was assigned work of priority or critical nature over an extended period of time; or
- Was absent on full salary for compensable injury; or
- Was prevented from using vacation previously scheduled to be taken in December due to being on paid sick leave.

**Instructions**

- Print this form.
- Employee: Complete Section I and submit the request form to your Manager or Chair.
- Manager / Chair: Complete Section II. If you concur with this request, sign and date the request form and forward it to the appropriate Vice President. If you do not concur with this request, return the form to the Employee, and retain a copy for your records.
- Vice President: Complete Section III. If request is approved, sign and date the form and forward it to Payroll Services by Jan 31st. If not approved, return this form to the Employee with a copy to the Employee's Manager/Chair, and retain a copy for your records.

**Forms must be submitted to Payroll Services by January 31<sup>st</sup>**

- Vacation hours over the maximum are automatically deducted when Absence Management is processed for the month of December (on or around January 10<sup>th</sup>). Carry-forward adjustments will be reflected when Absence Management has been processed for January (on or around February 10<sup>th</sup>).

**SECTION I – EMPLOYEE**

Name: \_\_\_\_\_ Empl ID #: \_\_\_\_\_

Department: \_\_\_\_\_

AMOUNT OF VACATION HOURS TO BE CARRIED FORWARD: \_\_\_\_\_

\*If the amount of vacation hours to be carried forward changes, a new approval form must be submitted.

REASON FOR REQUEST:

\_\_\_\_\_  
\_\_\_\_\_

PLAN FOR USING EXCESS HOURS:

\_\_\_\_\_  
\_\_\_\_\_

I understand that, if approved, the carry-forward hours must be used within the following timeframes:

- Non-management employee: Within one (1) year from January 1 (e.g., excess vacation credits on January 1, 2011 must be used by December 31 of 2011). (Education Code, Title 5 42909)
- Management employee: Within the first quarter of the next calendar year (e.g. excess vacation credits on January 1, 2011 must be used by March 31 of 2011). (Education Code, Title 5 42726)

**SECTION II – MANAGER / DEPARTMENT CHAIR**

Concur with Request  Yes  No \_\_\_\_\_  
Manager / Chair Signature Date

**SECTION III – VICE PRESIDENT**

Request Approved  Yes  No \_\_\_\_\_  
Vice President Signature Date