



Payroll Services
Year-End Vacation Carry-Forward Request

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, sign and date, 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 the request is approved, sign and date the form, and forward it to Payroll Services by January 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 31st

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

SECTION I - EMPLOYEE
Name: _____ Empl ID #: _____
Department: _____ Amount of vacation hours to carry forward: _____
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, 2021 must be used by December 31, 2021. (education Code, Title 5 42909)
• Management employee: Within the first quarter of the next calendar year (e.g. excess vacation credits on January 1, 2021 must be used by March 31, 2021). (Education Code, Title 5 42726)
Employee Signature _____ Date _____
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 _____