



Vacation Rollover Request

For the health and well-being of the College's employees, the College encourages all employees to take their vacation within the fiscal year in which it accrues. Vacations are scheduled at the mutual convenience of the department and the employee. In the event special work demands prevent an employee from taking all available vacation days, a request may be made to carry over up to 40 hours (5 days) of vacation into the following fiscal year. There is no provision for pay in lieu of earned vacation except at termination. A request to carry over accrued but unused vacation time must be submitted to the immediate supervisor and Human Resources for final approval. If approved the carryover vacation hours will be added to the employee's vacation balance in the Banner Self-Service site.

Employee Name (print) _____

Employee L# _____

Hours Requested up to maximum of 40: []

Reason: _____

Employee Signature

Date

Supervisor Signature

Date

**THIS REQUEST MUST BE SUBMITTED BY JUNE 30th OF THE FISCAL YEAR IN
WHICH THE DAYS WERE ACCRUED**