



CSEA 821
VACATION CARRY OVER REQUEST FORM
\*\*\* 12 MONTH EMPLOYEES ONLY\*\*\*

Name: \_\_\_\_\_ ID#: \_\_\_\_\_
Job Title: \_\_\_\_\_ Site: \_\_\_\_\_

In accordance with, Collective Bargaining Agreement, Section 12.7 Vacation time earned by bargaining unit member working twelve (12) months shall be taken before December 31 of the following fiscal year, unless carry-over is requested by the employee and is approved in writing by the Superintendent or designee. If the requested carry-over is denied, earned unused vacation time shall be compensated at the employee's regular hourly rate of pay no later than February 15th. 12.7.1 Exception to Section 12.7 Any employee in the bargaining unit who has been employed for more than five (5) years may elect to carry over five (5) days of vacation to the second half of the following year. Any employee in the bargaining unit who has been employed for more than ten (10) years may elect to carry over ten (10) days of vacation to the second half of the following year. If a bargaining unit member does not elect to carry over the above referenced days, any unused earned vacation time shall be compensated at the bargaining unit member's regular hourly rate of pay not later than February 15th. If the bargaining unit member elects to carry over and is unable to use by June 30th, the bargaining unit member shall be compensated at bargaining unit member's regular hourly rate of pay no later than July 30th.

Complete the information below and return this form to Human Resources by December 31st

[ ] I wish to carryover vacation hours from prior School Year as follows: \_\_\_\_\_
# of hours to carryover \*\*

Signature \_\_\_\_\_ Date \_\_\_\_\_
Phone number \_\_\_\_\_ Email \_\_\_\_\_
Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_
Superintendent or Designee Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*no more than five (5) days may be carried over for bargaining unit members employed 5 – 9 years and no more than ten (10) days may be carried over for bargaining unit members employed 10+ years
HR:JF:nm 11/30/2017