



Classified Request to Carryover Vacation into 2015

| | |
|------------|-----------------|
| Name | Employee Number |
| Job Title | Bargaining Unit |
| Department | Unit |

1. **CALCULATE** your balance of earned vacation time for calendar year 2014:

| | |
|---|------------|
| Vacation time (in hours) earned from 1/1/14 thru 12/31/14 | A. |
| MINUS vacation time (in hours) used in 2014 | B. — hours |
| EQUALS balance of 2014 vacation time (in hours) (NOTE: IF FIGURE IS 75 HOURS OR LESS FOR NP-2 MEMBERS <u>OR</u> 80 HOURS OR LESS FOR NP-3, NP-5, P-2 OR P-5 MEMBERS, <u>AND</u> YOU ARE A FULL-TIME EMPLOYEE YOU <u>DO NOT</u> NEED TO FILL OUT THIS FORM) | C. hours |

2. **CALCULATE** vacation hours you are requesting to carry over into 2015:

| | |
|--|----------|
| Balance of vacation time earned in 2014 (calculation from box C) | D. hours |
| MINUS hours equal to 10 vacation days (NP-2 = 75 hours; NP-3, NP-5, P-2 & P-5 = 80 hours)* *for full-time employee | E. — |
| EQUALS balance of vacation time requesting to carry over into 2015 | F. hours |

Reason for carryover:

Employee Name (Please Print)

Date

Employee's Signature

Date

Dean/Dept Head Name (Please Print)

Date

Dean/Dept Head's signature

APPROVED/DENIED
(circle one)

Date

Office of Faculty & Staff Labor Relations

APPROVED/DENIED
(circle one)

Date

SEND SIGNED FORM TO LABOR RELATIONS, UNIT 5075.

The deadline for submitting the Vacation Carryover Request Form to Labor Relations is January 2, 2015. Requests received after the deadline will result in a reduction of vacation balances on the January 8, 2015 timecard.