



Classified Request to Carryover Vacation into 2017

Name _____ Employee Number _____
 Job Title _____ Bargaining Unit _____
 Department _____ Unit _____

1. **CALCULATE** your balance of earned vacation time for calendar year 2016:

Vacation time (in hours) earned from 1/1/16 thru 12/31/16	A. _____
MINUS vacation time (in hours) used in 2016	B. — hours
EQUALS balance of 2016 vacation time (in hours) <small>(NOTE: IF FIGURE IS 75 HOURS OR LESS FOR NP-2 MEMBERS OR 80 HOURS OR LESS FOR NP-3, NP-5, P-2 OR P-5 MEMBERS, AND YOU ARE A FULL-TIME EMPLOYEE YOU DO NOT NEED TO FILL OUT THIS FORM)</small>	C. _____ hours

2. **CALCULATE** vacation hours you are requesting to carry over into 2017:

Balance of vacation time earned in 2016 (calculation from box C)	D. _____ hours
MINUS hours equal to 10 vacation days <small>(NP-2 =75 hours; NP-3, NP-5, P-2 & P-5 = 80 hours)* *for full-time employee</small>	E. —
EQUALS balance of vacation time requesting to carry over into 2017	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 Friday, January 6, 2017. Requests received after the deadline will result in a reduction of vacation balances on the January 19, 2017 timecard.