



**REQUEST TO CARRY VACATION OVER BEYOND ANNIVERSARY DATE**

Effective 4/1/16

Employee: \_\_\_\_\_ Location: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Anniversary Date: \_\_\_\_\_

Enter W/E: \_\_\_\_\_

**NOTE: Carryover requests MUST be submitted 30 days prior to your anniversary date.**

Total number of vacation hours to be carried over: \_\_\_\_\_ (Max. 40 hrs)

**Reason for request:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Plan for use of time within 1 to 3 months: (Attached approved time off request)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

AED Signature: \_\_\_\_\_

**Reference: Greystone Policy HR:10 - Vacation Time**

*Vacation time must be used before the next accrual/anniversary date or it will be forfeited. However, if due to agency needs, an employee is unable to utilize his/her vacation time, an extension to use this time may be granted if approved by the CEO. No more than 40 hours of vacation time will be eligible for carryover.*

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

CEO

- Distribution: (After approval)
- Human Resources (Original)
- Employee
- Supervisor

<b>FOR HR USE:</b>	
Accrued	_____
Carryover	_____
New Balance	_____