

**UW – LA CROSSE
REQUEST FOR VACATION CARRYOVER APPROVAL**

Unclassified employee (faculty and academic staff)

I request carryover of my vacation in excess of 40 hours (prorated based on employee's percentage of appointment if less than 100%). I am aware that any vacation carried over from one fiscal year to the next must be used by June 30 or it will expire.

Do not include vacation that will be banked to Annual Leave Reserve Account (ALRA).

Up to 40 hours (prorated based upon the employee's percentage of appointment) will automatically be carried over. Hours in excess of this amount require the Request for Vacation Carryover Approval form to be completed, signed and received by Human Resources by close of business on June 30th. See examples below.

Example: Employee has 100% appointment. Vacation balance = 60 hours, 40 hours automatically carried over, 20 hours requires approval.

Example: Employee has a 92% appointment. Vacation balance = 50 hours, 36.8 hours automatically carried over, 13.2 hours requires approval.

Employee Name (please print): _____

The amount of vacation requiring approval is: _____ hours.

Employee signature: _____ Date: _____

I approve the request to carryover vacation.

Supervisor signature: _____ Date: _____

Dean / Division Officer signature: _____ Date: _____

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