

UW-LA CROSSE

CLASSIFIED EMPLOYEES

REQUEST FOR VACATION CARRYOVER APPROVAL

Up to 40 hours of vacation 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 before the end of the calendar year (12/30). See example below:

Vacation balance = 60 hours

- * 40 hours automatically carried over
- * additional 20 hours require approval

I request carryover of my vacation in excess of 40 hours. I am aware that any vacation carried over from one calendar year to the next must be used by June 30 or it will expire.

The amount of vacation requiring approval is: _____ hours.

Employee Name: _____

Employee Signature: _____ Date: ____/____/____

I approve the request to carryover the vacation in excess of the 40 hours that will automatically be carried over.

Supervisor Signature: _____ Date: ____/____/____