

# REQUEST TO CARRYOVER OVER MORE THAN THE ALLOWABLE VACATION CREDITS

**Eligibility**

Under the provisions of the collective bargaining agreements and the Management Personnel Plan, an employee may be permitted to carry over more than allowable credits when the employee was prevented from taking enough vacation to reduce the credits because the employee:

- was required to work as a result of fire, flood, or other extreme emergency; or
- was assigned work of priority or critical nature over an extended period of time; or
- was absent on full salary for *compensable* injury; or
- was prevented from using vacation previously scheduled to be taken in December because of being on paid sick leave.

**Instructions**

- Employee: Complete Section I and submit the request form to your dean/director.
- Dean/Director: Complete Section I. If you recommend approval, sign and date the request form and forward it to the appropriate executive officer.
- President/Designee: Complete Section II. Send the original to the Payroll Office, zip 015 and a copy to the Dean/Director.

<b>Section I – EMPLOYEE AND DEAN/DIRECTOR</b>	
NAME: _____ SSN: _____	
DEPARTMENT: _____	
AMOUNT OF VACATION HOURS TO BE CARRIED OVER: _____	
REASON FOR THIS REQUEST:	
_____	
_____	
_____	
I understand that, if approved, the carry over hours must be used within the following timeframe:	
<ul style="list-style-type: none"> <li>• <u>Non-management employee</u>: Within one (1) year from January 1 (e.g., excess vacation credits on January 1, 2000 must be used by December 31 of 2001.(Education Code, Title 5 42909)</li> <li>• <u>Management employee</u>: Within the first quarter of the next calendar year (e.g., excess vacation credits on January 1, 2000 must be used by the end of March 2001. (Education Code, Title 5 42726)</li> </ul>	
_____ Employee Signature	_____ Date
Approval Recommended:      YES      NO	_____ Dean/Director Signature      Date

<b>Section II – PRESIDENT OR DESIGNEE</b>	
Request Granted:      YES      NO	_____ President/Designee      Date

<b>Section III – PAYROLL TECHNICAN</b>	
Carryover taken	Number of hours forfeited: _____ Technician/Date _____