

**KING'S COLLEGE
HUMAN RESOURCES DEPARTMENT
VACATION CARRY OVER REQUEST FORM**

This vacation carry over request form must be completed if an employee is requesting to carry over vacation days or hours.

Vacations are not cumulative and normally must be taken in the year in which they are earned. However, when an employee would like to take an extended vacation, or for some other reason needs additional vacation time, he/she may request to carry forward vacation time. The supervisor must approve the request, and in no situation may the number of days/hours carried forward be greater than five (5) days or the number of days/hours equivalent to one workweek.

Completed carryover request forms must be submitted to Human Resources no later than June 21, 2013.

Employee: _____ Date: _____

ID#: _____ Department: _____

Request for additional carry over of vacation time

Exempt employees

Number of vacation days

_____ days

Cannot exceed (5) five days/number of days in one workweek

Non-exempt employees

Number of vacation hours

_____ hours

Cannot exceed the number of hours equivalent to one workweek

Reason for request:

_____ _____ _____ _____ _____ _____

Supervisor:

Date:

Human Resources Rep.:

Date: