

***The University of Scranton
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 more than 5 vacation days.

The University of Scranton vacation policy provides for automatic carry over of five (5) days or less of vacation time for one year. Carryover of vacation time beyond five days requires approval by the supervisor and Human Resources. Vacation carryover is limited to the unused vacation time accrued during the most current year. The employee's supervisor and human resources must approve this form. **Completed carryover request forms must be submitted to Human Resources no later than Friday, December 1, 2023.**

Once this form has been submitted to Human Resources, the Supervisor is responsible for reporting any changes in this agreement to Human Resources. Additional vacation amounts used between the date of signature on this form and December 31, 2023 will impact the roll-over amount for 2024.

Employee: _____ Date: _____
(Please print)

RID#: _____ Department: _____

Request for additional carry over of vacation time _____ hours
(This number does not include the automatic carryover of 5 days)

Employee Signature: _____

Approval:

Supervisor: _____ Date: _____

Divisional Leadership: _____ Date: _____

Human Resources Rep.: _____ Date: _____