

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 carryover of five (5) days or less of vacation time for one year. Carryover 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 current year.

7 K H P S O R \ H H 1 V V X S H U Y L V R P U X D S S U M P L Y O D P L E B o a r d F o r m E v e r y r e q u e s t f o r m s m u s t b e s u b m i t t e d t o H u m a n R e s o u r c e s n o l a t e r t h a n F r i d a y , D e c e m b e r , 2 0 2 .

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, 202 will impact the roll-over amount for 202 . \_\_\_\_\_

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(This number does not include the automatic carryover of 5 days)

Employee Signature: \_\_\_\_\_

Approval:

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