

### MCCCD EMPLOYEE VACATION CARRYOVER REQUEST

Vacation carryover requests are considered *only when a critical business need requires employees to forego taking their vacation in the interest of accomplishing priority work*. This form needs to be submitted when requesting to carry over any vacation hours beyond the maximum amount specified in the [staff policy manual](#). Requests must be received via e-mail to [vc.hr@domail.maricopa.edu](mailto:vc.hr@domail.maricopa.edu) no later than **December 1<sup>st</sup>** of current calendar year.

When considering requesting approval, the employee is required to specifically identify the critical business need(s) preventing the employee from scheduling and taking their vacation throughout the year.

#### Section I - Employee

NAME: \_\_\_\_\_ EMPLOYEE ID: \_\_\_\_\_

COLLEGE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

I am requesting the following balance be approved to carry-over into next year:

**Calculated Vacation Balance** as of **December 31** \_\_\_\_\_. I understand that, if approved, the carry over hours must be used prior to June 30<sup>th</sup> of the following calendar year to avoid negative financial impact to the college/district.

Number of Vacation Hours Not Used	Reason(s)	Date(s)

Was vacation carryover requested for the previous year? Yes \_\_\_\_\_ No \_\_\_\_\_

Briefly outline a plan to avoid carryover vacation for future calendar year

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

#### Section II - Supervisor Approval

\_\_\_\_\_ Request approved \_\_\_\_\_ Request not approved

Reason for not approving vacation carryover:

\_\_\_\_\_

SUPERVISOR NAME (Please Print) \_\_\_\_\_ SUPERVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

#### Section III - College Approval \*Requires one executive level approval prior to routing through local HR

\_\_\_\_\_  
\*VP / PRESIDENT / VC \_\_\_\_\_ DATE \_\_\_\_\_ AND \_\_\_\_\_ COLLEGE HR \_\_\_\_\_ DATE \_\_\_\_\_

#### Section IV - District Approval (HUMAN RESOURCES AND AUTHORIZED PAYROLL REPRESENTATIVE)

\_\_\_\_\_  
VCHR or DESIGNEE \_\_\_\_\_ DATE \_\_\_\_\_ AND \_\_\_\_\_ PAYROLL REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_