

Request for Vacation Carryover

☐ USWA ☐ UTFA ☐ Non-Union

Employee Name:		Department:		For the Year:
		Total Requested Vacation Hours	Vacation Hours in Days	After request approval, # of Vacation Hours remaining
Please Provide Scheduled Vacation Days to use carry forward (if available):				
Start Date	End Date			

Reason for Carryover:

Please note: Department Head and Human Resources approval is required to use any earned vacation carry-forward.

Employee Signature & Date

Signature

Date

Supervisor

Supervisor/Manager/Director Signature

Date

Human Resources Approval

Human Resources Signature

Date

Please submit via e-mail to Human Resources. hr.stmikes@utoronto.ca

**** Vacation time is not accumulative from year to year. All vacation must be taken between January 1 and December 31. Please refer to union Collective Agreements or Employee Policy Manual.**