

## Request for Vacation Carryover

USWA     UTFA     Non-Union

|   |                                   |   |  |
|---|-----------------------------------|---|--|
| <b>Employee Name:</b>                                       | <b>Department:</b>                |   | <b>For the Year:</b>                                     |
|   | Total Requested<br>Vacation Hours | Vacation Hours<br>in Days<br>(optional) | After request approval,<br># of Vacation Hours remaining |
| Please Provide Number of Vacation Days to<br>carry forward: |                                   |   |  |
| Please confirm when the carryover days will be<br>used by:  |                                   |   |  |

### 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](mailto: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.