

## REQUEST FOR CARRY FORWARD OF VACATION DUE TO EXCEPTIONAL CIRCUMSTANCES

<b>A. Employee Information</b>					
Employee Name		Employee Number			
Supervisor Name		Department			
<b>B. Carry Forward Details</b>					
Fiscal Year That Request is Being Made (i.e. FY 20-21 entitlement)		Number of Hours Requested for Carry Forward		Date Requested	
<b>C. Details on Exceptional Circumstances and Signature</b>					
<input type="checkbox"/> Vacation Cancelled Due to Other Approved Leaves Taken	Note below - Type of other leave that resulted in cancellation of vacation hours, number of hours cancelled, and date(s) that other leave occurred:				
<input type="checkbox"/> Education Leave	Note below - Name of accredited course, how it supports your role at RRU and dates of attendance for which the carry forward days will be used:				
<input type="checkbox"/> Caregiver to Close Family Member	Note below – Relationship of close family member, nature of illness				
<b>Employee Signature</b>				<b>Date</b>	
<b>D. Supervisor Approval</b>					
<input type="checkbox"/> Approved			<input type="checkbox"/> Denied		
Rationale for Approval					
<b>Supervisor Signature</b>				<b>Date</b>	
<b>E. VP Approval or the President (where the employee falls within the Office of the President)</b>					
<input type="checkbox"/> Approved			<input type="checkbox"/> Denied		
Rationale for Approval					
<b>VP Approval Signature</b>				<b>Date</b>	

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### **A. Instructions for Employee**

- 1) In section A, Employee Information, enter your Employee Information.
- 2) In section B, Carry Forward Details, enter the fiscal year that the carry forward pertains to (i.e. not the year the hours are being carried forward to), number of hours (not to exceed 37.5 hours) and date request being made (must be before March 31 of the current fiscal year).
- 3) In Section C, Details on Exceptional Circumstances, check the applicable checkbox and provide details as requested on the right-hand side for the applicable exceptional circumstances. Sign and date.
- 4) Forward this document to your supervisor.

### **B. Instructions for Supervisor**

- 1) Review sections A, B, C and the Guidance on Exceptional Circumstance for Carry Forward of Unused Vacation to determine whether approval should be granted, or approval should be denied.
- 2) In Section D, Supervisor Approval, check approved or denied in the applicable checkbox. Provide a rationale. Sign and date.
- 3) Forward this document to your Vice-President (if the employee or the supervisor is not the Vice-President). Where the employee falls within the Office of the President, forward to the President.

### **C. Instructions for Vice-President or President**

- 1) Review sections A, B, C and the Guidance on Exceptional Circumstance for Carry Forward of Unused Vacation to determine whether approval should be granted, or approval should be denied.
- 2) In Section E, Vice-President or President Approval, check approved or denied in the applicable checkbox. Provide a rationale. Sign and date.
- 3) Forward this document to the Payroll Department and cc Human Resources.