

California State University, Sacramento Year-End Vacation Rollover Request

Instructions

- Employee: Complete Section I, check one box below under eligibility section, and submit the request form to your Supervisor.
- Supervisor (optional): Complete Section II. If you recommend approval, sign and date the request form and forward it to the appropriate Program Manager (Vice-President or Dean) for your department.
- Program Manager (required): Complete Section II. Send the original to the Vice President of Human Resources at Del Norte Hall, 3001 D and a copy to the Supervisor.
- **Forms are due to Human Resources before the Friday that campus is closed for Winter break.**
- Vacation hours over max are automatically **deducted** when the month of December is processed in January. Rollover adjustments will be reflected once the month of January has been processed, and will show in February.

Section I – Employee

NAME: _____ EMPLOYEE ID _____

DEPARTMENT (please do not abbreviate): _____

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

Vacation Balance at 12/31 (including December accrual): _____

I understand that, if approved, the carry over hours should be used within the following timeframe:

- Non-management employee: Within one (1) year from January 1 (e.g., excess vacation credits on January 1 should be used by December 31; Title 5 California Code of Regulation section 42909)
- Management employee: Within the first quarter of the next calendar year (e.g., excess vacation credits on January 1 must be used by the end of March; Title 5 California Code of Regulations section 42726)

I have attached a Word document outlining the plan (dates) for utilizing my roll over time.

Employee Signature

Date

Eligibility

Under the provisions of certain collective bargaining agreements and the Management Personnel Plan, an employee **may** be permitted to carry over more than the allowable credits when the employee was prevented from taking enough vacation to reduce the credits due to one of the following reasons:

Check one box

- was required to work as a result of fire, flood, or other extreme emergency.
- was absent on full salary for *compensable* injury.
- was prevented by campus rule from taking vacation until December and at that time was unable to take vacation because of illness requiring use of sick leave.
- was assigned work of priority or critical nature over an **extended** period of time. Please explain the work assigned or critical nature below.

What was the priority of work assigned or critical nature over and period of time assigned:

Section II – Supervisor (OPTIONAL) Program Manager or Designee (REQUIRED)

I recommend approval of this vacation rollover request based on the eligibility criteria above:

Supervisor Name (please type)

Supervisor Signature

Date

Program Manager Name (please type)

Program Manager Signature

Date

VP of Human Resources (please type)

VP of Human Resources Signature

Date