

TOWN OF MANCHESTER, CONNECTICUT
HUMAN RESOURCES DEPARTMENT

REQUEST TO CARRY OVER ANNUAL LEAVE/VACATION DAYS - UNION EMPLOYEES

Name: _____ Department: _____

Position Title: _____ Union: _____

Please state number of days requested and reason for request (see reverse for guidelines):

Employee Signature: _____ Union: _____

To Be Signed By Department/Division Head

- _____ I feel this request should be granted.
- _____ I do not feel this request should be granted.
(If denied, please give reason(s) below.)

Signature of Department/Division Head _____ Date _____

Comments: _____

To Be Completed By Human Resources Department

Our records indicate that the employee has _____ days annual leave/vacation accumulated as
of _____ .

Director of Administrative Services _____ Date _____

Recommendation: _____

To Be Completed By General Manager

This request: _____ has been approved _____ has not been approved.
Comments: _____

Carryover Requirements per Agreement:

Library: Article XI, Section 4 - may be allowed to carry over up to 10 days from one calendar year to the next.
Limited to only carried over once.

MEU: Article VII, Section 7.1 - all vacation time must be taken during the year following the date on which it was earned. May be carried over from one vacation year to the next with General Manager's approval.

Public Works: Article VI, Section 6.0(b) - up to 10 days of annual leave may be carried over with General Manager's approval.

Residual: Article XI, Section 1(c) - carryover exceeding 15 days with General Manager's approval.
Buyback - up to 5 days at the discretion of General Manager.

Supervisory: Article XI, Section 1(c) - carryover exceeding 15 days with General Manager's approval.
Buyback - up to 5 days at the discretion of General Manager.