

**REQUESTED DISPOSITION OF VACATION BALANCES**

**Use of This Form**

This form must be on file for all 9, 10, and 11 month classified employees to request how their vacation balances will be treated at the end of a work year. Two options are available:

- A. Employees may request that all accrued vacation balances at the end of each work year be carried forward for future use (*subject to contract maximums.*)
- B. Employees may request that the value of all accrued vacation be paid to the employee at the end of each work year.

The option may be changed before the beginning of any work year, but is irrevocable after beginning the work year. This request must be submitted **BEFORE** beginning the work year to your supervisor and Vice President of Administration.

**Required Information**

Name \_\_\_\_\_  
Social Security No. \_\_\_\_\_  
Position \_\_\_\_\_  
College/Work Site \_\_\_\_\_  
Today's Date \_\_\_\_\_

**Request**

I hereby request the following disposition of my vacation balances beginning in the \_\_\_\_\_ work year:

- A. Do not pay off my vacation balance to me at the end of each work year. I will carry my accrued vacation balance forward into the following fiscal year (*subject to your contract maximum limits*).
- B. Pay me the value of my accrued vacation balances at the end of each work year. I understand that I will begin the following fiscal year with no accrued vacation.

**Signature**

Requesting Employee: \_\_\_\_\_ Date \_\_\_\_\_