



**Diocese of Charlotte
Request for Additional Vacation Carryover**

Accrued vacation may be carried over from one year to the next; however, the maximum carryover on January 1 each year is the equivalent of twenty (20) days.

In special circumstances, accumulated leave that is above the maximum may be carried over if requested by employee and approved by the Department Head in writing. If this occurs, the overage must be taken before the end of the second quarter of the calendar year. (Diocese of Charlotte Personnel Policies Handbook)

Employee Request:

Name

Department

I hereby request that I be allowed to retain the unused vacation time that I have accrued during the current year, in excess of the maximum carryover amount. I understand that amounts over the maximum allowed by the policy must be used by June 30 of the next year or they will be forfeited.

Signature

Date of Request

Approval by Department Head:

Department Head Signature

Date

Requests must be submitted to the Accounting Office by the end of the current year in order to carryover additional amounts into the following year.