Simsbury Public Schools Vacation Time **Carry-over** Request Form NAME/SFEP/Unaffiliated

Assignment: Procedure: This form is required for NAME/SFEP requesting vacation time carryover, and for Unaffiliated requesting PTO carryover beyond the current fiscal year of 07/01/15 through 06/30/16. Please obtain the required signatures below and submit to: Terri Heintz, Employee Benefits, Central Office. Practice: Employees are allowed to carry-over up to 5 days. Carry-over time must be used within two months of the yearly renewal date, i.e., before September 1, 2016. Each request requires review and approval by Building Administrator and Central Office Staff. # of Days to Carry-over (must be 5 or less)	Name:			
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Director of Human Resources Reason for Request: Please provide a brief reason for this carry-over request – Example: special event, working on special	Building Principal			
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employee submits a request, but does not take the requested time, the employee MUST contact Terri Heintz, Employee Benefits.

NOTE: Employees must complete an Absence Form prior to taking vacation time. If an