

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: \_\_\_\_\_ Date: \_\_\_\_\_  
\*\*\*\*\*

**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: \_\_\_\_\_

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**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: \_\_\_\_\_

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**To Be Completed By General Manager**

This request: \_\_\_\_\_ has been approved \_\_\_\_\_ has not been approved.

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SEND COMPLETED FORM TO THE HUMAN RESOURCES DEPARTMENT BY THURSDAY, NOVEMBER 8, 2018.

**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: Appendix G, Former 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.

Article VII – Annual leave, Section 7.0(C) – up to 10 days of annual leave may be carried over with General Manager's approval.

Teamsters: 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.