

## Leave Carryover Forms

Listed below are the links to access the online Leave Carryover Forms

Unaffiliated: <https://manchesterct.seamlessdocs.com/f/LeaveCarryOverUnaffiliated>

Union: <https://manchesterct.seamlessdocs.com/f/LeaveCarryOver>

Fire: <https://manchesterct.seamlessdocs.com/f/LeaveCarryOverFireBattalionChiefs>

These links are also on the Human Resources website under the employee forms section.

### Employee Form Completion Steps

1. Employees need to complete their name, department, title, union and the reason.
2. Click Submit & Sign
3. Enter their name and email address. Check the I agree to electronically sign..... Then click Apply Signature.
4. Click Finalize and Submit
5. Enter your Department/Division head's name and email address. Then click Continue.

### Department Heads/Supervisors Approval Steps

1. Once the employee completes the online form it will go to you.
2. You receive an email with a link in it. Click on the link and choose approve or deny; comments can be add if needed. Then click Submit & Sign.
3. Enter your name and email address. Check the "I" agree to electronically sign..... Then click Apply Signature.
4. Click Finalize and Submit

Should you have any questions, please give Tricia Catania in Human Resources a call at ext. 3102.