



Verde Unified School District

Fiscal Services, Payroll Department

REQUEST TO ROLLOVER VACATION

Date: _____

Employee Name: _____

Employee I.D #: _____

Date of Hire: _____

Hours worked per day: _____

Position: _____

Please rollover _____ hours for the _____ school year.

Per **section 14.10** of the bargaining agreement any employee in the bargaining unit who has been employed more than five years may elect to carry over five days of vacation to the following fiscal year, during which they may be taken.

Employee Signature

Please send to your payroll contact by **May 31, 2016**:

Classified Payroll A-L, Laurie Morales, Accounting Specialist

Classified Payroll M-Z, Amina Alldredge, Accounting Technician