

Request to Exceed the Maximum Vacation Accrual Limit

Per the UCM Local Procedure 2.210 – Maximum Vacation Accrual, employees may be allowed to exceed their maximum vacation accrual limit, if the basis for exceeding the limit is due to exceptional operational circumstances. Employees may be granted up to an additional four months to take vacation leave to allow additional time to bring the accrual balance below the maximum. In addition, employees will continue to accrue vacation during the approved grace period. Qualifying exceptional operational circumstances should be a rare occurrence.

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

Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Payroll Title: \_\_\_\_\_

Phone #: \_\_\_\_\_

Department: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Current Vacation Leave Balance: \_\_\_\_\_

Maximum Vacation Accrual Limit: \_\_\_\_\_

Exceptional Operational Circumstances (see local procedure for examples):

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

**Planned Vacation for the Additional Months**

| Month | Hours Accrued | Hours Taken | New Vacation Leave Balance |
|-------|---------------|-------------|----------------------------|
| 1     |               |             |                            |
| 2     |               |             |                            |
| 3     |               |             |                            |
| 4*    |               |             |                            |

\*Not applicable to HX and NX bargaining units

**Approved as Requested**

**Approved With the Following Revision(s):**

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

Supervisor: \_\_\_\_\_

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

Department Head: \_\_\_\_\_

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

**Denied for the Following Reason(s):**

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

Supervisor: \_\_\_\_\_

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

Department Head: \_\_\_\_\_

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