

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: _____