



AP 434 - Form
REQUEST FOR CARRY-OVER OF ANNUAL VACATION DAYS
12 month Support Staff employees

The Lloydminster Public School Division #99 provides annual vacation leave according to the requirements of the Employment Act for the province of Saskatchewan.

Per Administrative Procedure 434 of LPSD Administrative Procedures manual:

*The Superintendent of Human Resources, or designate, in cooperation with the supervisory staff may authorize the carry-over of annual vacation leave of **six (6)** or more days into the following fiscal year if extenuating circumstances exist and are deemed sufficient to justify such a request. Employees with six or more days to carry-over must complete the attached form (AP 434 Form "Request for Carry-Over of Annual Vacation Days").*

Employees with five (5) days or less of vacation carry-over are required to coordinate the use of these vacation days with their direct supervisor, and do not need to complete this form.

Please complete this form if you wish to carry-over unused vacation days.
Return to the Human Resources Department by May 1st.

Employee Name: _____

Number of vacation days to carry-over (as of June 30th): _____

Reason for Vacation Carry-Over: _____

Employee Signature

AUTHORIZATION	
# of Days Approved: _____	# of Days NOT Approved: _____
Reason for Days NOT Approved: _____	

Supt. of Human Resources / Designate Signature