



**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.

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**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 30<sup>th</sup>):** \_\_\_\_\_

**Reason for Vacation Carry-Over:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Employee Signature**

|                                     |                               |
|-------------------------------------|-------------------------------|
| <b>AUTHORIZATION</b>                |                               |
| # of Days Approved: _____           | # of Days NOT Approved: _____ |
| Reason for Days NOT Approved: _____ |                               |
| _____                               |                               |

\_\_\_\_\_  
Supt. of Human Resources / Designate Signature