



Vacation Carry Over Request
December 2025

Employee Name: MARGARET CHECKAI

Hours of vacation time remaining to date: 92

Hours of vacation requested to carry over: 40

By signing below, employee acknowledges understanding of the vacation carry-over conditions:

- Full-time and eligible part-time employees may carry over up to five days of vacation leave per calendar year.
- A request for a vacation carryover form must be provided to the department head and submitted to the Finance Department by December 1st.
- All vacation carried over must be used by March 31st, 2026.
- Any remaining vacation time in excess of five days will be forfeited.

Employee Signature: Margaret Checkai Request Date: 11/4/2025

Approved by: _____ Approved Date: _____

If unsued vacation is in excess of five days...

Mayor's approval: _____ Approved Date: _____