



# RIALTO UNIFIED SCHOOL DISTRICT

## PERSONNEL SERVICES

### Vacation Carryover Request / Mandatory Vacation Plan

Per Article XVIII, Section 3, an employee may request to carry over more than five days of vacation into the next fiscal year with approval from Personnel Services by submitting a mandatory vacation plan with the specific date/dates and reason for the request. A tentative vacation calendar for the next school year must be submitted along with this mandatory vacation plan. **This request form must be turned in to Personnel Services by June 1st.**

Employee Name:		Phone Number:	
Work Site:	Job Title:	Work Hours/Day:	

Dates: \_\_\_\_\_  Approved  Denied

Reason: \_\_\_\_\_

Dates: \_\_\_\_\_  Approved  Denied

Reason: \_\_\_\_\_

Dates: \_\_\_\_\_  Approved  Denied

Reason: \_\_\_\_\_

Dates: \_\_\_\_\_  Approved  Denied

Reason: \_\_\_\_\_

Dates: \_\_\_\_\_  Approved  Denied

Reason: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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

For Personnel use only below this line:

Processed by: \_\_\_\_\_

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

Comments: \_\_\_\_\_