Washington Conference of Seventh-day Adventists

VACATION CARRY-OVER REQUEST

***Employees are encouraged to use their vacation time***

*Employees who use most or all of their vacation time each year perform better, are more productive, and more satisfied in their jobs than those who do not.*

Name: .

Please select One:

□ I have reported all the vacation that I have taken in 2018, and request

#  to carry over days of unused vacation to 2019.

□ I understand that if I don’t carry-over my vacation, it will be zeroed out for 2019.

□ I have taken vacation, but have not reported it. Attached is a vacation form with

 days took in 2018. I’m requesting days to be carried over to 2019.

□ I have not used any vacation this year. Please carry over vacation days from

 2018 to 2019.

Please let us know why you have not taken any vacation this year.

 .

 . .

 Signature Date

Per NAD policy D-50, vacation days for salaried employees are provided as follows:

**Years of Service Vacation Earned Maximum Accrual per Year**

1 – 4 years 10 days 15 days

5 – 8 years 15 days 22.5

9 + years 20 days 30 days

You can carry over all remaining vacation days from 2018 up to the above maximum accrual per year.

For eligibility of vacation time, you must have completed the number of years indicated above. (*Example: you must have completed 5 years to be eligible for 3 weeks of vacation.)*

## PLEASE RETURN TO HUMAN RESOURCES

## By January 15, 2019