

**REQUEST FOR TRANSFER OF EXCESS ANNUAL LEAVE TO SICK LEAVE**

By December 31<sup>st</sup> I will have a total of \_\_\_\_\_ annual leave hours in excess of the allowable carryover of 320 hours. I hereby request transfer of \_\_\_\_\_ hours to my sick leave balance (50% of the total excess hours).

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT HEAD/ELECTED OFFICIAL

\_\_\_\_\_  
DATE

***REQUEST MUST BE RECEIVED IN PAYROLL BY THE LAST MONDAY IN DECEMBER.***

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**REQUEST FOR EXTENSION TO UTILIZE EXCESS ANNUAL LEAVE**

BY December 31<sup>st</sup> I will have a total of \_\_\_\_\_ annual leave hours in excess of the allowable carryover of 320 hours. I hereby request an extension of time until (date not to exceed March 31<sup>st</sup>) \_\_\_\_\_ in which to use \_\_\_\_\_ annual leave hours (50% of the total excess hours).

The date(s) on which I plan to use the excess hours are as follows:

<b>Dates(s) of Proposed Usage</b>	<b>No. of Hours Requested</b>
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT HEAD/ELECTED OFFICIAL

\_\_\_\_\_  
DATE

***REQUEST MUST BE RECEIVED IN PAYROLL BY THE LAST MONDAY IN DECEMBER.***