



# Non-Duty Carryover Request

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Department: \_\_\_\_\_

## NON-DUTY Carryover Request

An employee may request to carryover no more than two (2) non-duty days to the next plan year by completing a Non-Duty Carryover Request Form. All carryover non-duty days must be used before the end of December of the carryover plan year. Non-duty days not used will be removed from the employee's available leave balance. Should the employee leave the district before their last duty day of the year, non-duty days will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of non-duty leave the employee used beyond the pro rata entitlement for the school year.

## NON-DUTY Carryover Request

I would like to request my Non- Duty Days to be carried over.

Number of days requested to be carried over (Max of 2) \_\_\_\_\_

## Reason for Request

## APPROVAL

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  Approved  Not Approved  
Date

\_\_\_\_\_  
Payroll Representative

\_\_\_\_\_  Approved  Not Approved  
Date