

Vacation Carryover/Advance Request



Date _____ Department _____

Name _____ Employee Id _____

Position Held _____

Application is made for the following carryover of vacation entitlement:

Note: Hours carried forward and accumulated should be based on biweekly hours not modified hours, for example, 5 days = 35 hours not 37.5 Hours.

Type 1 Regular Carry Over (*maximum 5 days*)

Number of hours _____

Type 2 Accumulative Vacation (*5 days per vacation year up to a maximum of 20 days*)

Number of hours _____

Employee's Signature

Date

MLA Signature

Date

Note: Vacation bank runs from contract start to end dates, and does not follow the fiscal year, therefore forms must be received prior to contract end date. Once completed with both signatures and dates, please send it to Dena King, your payroll consultant via scan and email at Dena.King@novascotia.ca. Please ensure that all time sheets have been sent to your Payroll Consultant and that your time in ESS is accurate before completing this form.

Key points about Vacation Carry-over:

- Your vacation entitlement is based on your contract year (partial years will be pro-rated).
- There are 2 types of vacation banks – Carry Over and Accumulated:
 - You can Carry Over a maximum of 5 days (35 hrs) and Accumulate a maximum of 5 days (35 hrs) each contract year.
 - Carry Over must be used in the following contract year. Accumulated does not have to be used in the following year. You are permitted a maximum of 4 weeks (140 hours) total in Accumulated vacation.
- It is important you schedule vacation so you don't lose it, and enter your vacation taken into ESS on a regular basis.

If you have any questions on your current quota or the carryover rules you should contact Dena King by email or phone at 902-424-8883.