

TOWN OF MANCHESTER, CONNECTICUT  
HUMAN RESOURCES DEPARTMENT

**REQUEST TO CARRY OVER ANNUAL LEAVE DAYS - UNAFFILIATED EMPLOYEES**

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

Position Title: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Please state number of days requested and reason for request (see reverse for guidelines):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Union: \_\_\_\_\_  
\*\*\*\*\*

**To Be Signed By Department/Division Head**

\_\_\_\_\_ This request should be granted.

\_\_\_\_\_ This request should not be granted.  
(If denied, please give reason(s) below.)

\_\_\_\_\_  
Signature of Department/Division Head Date

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

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**To Be Completed By Human Resources Department**

Our records indicate that the employee has \_\_\_\_\_ Days annual leave/vacation accumulated as  
of \_\_\_\_\_ .

\_\_\_\_\_  
Director of Administrative Services Date

Recommendation: \_\_\_\_\_

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**To Be Completed By General Manager**

This request : \_\_\_\_\_ has been approved \_\_\_\_\_ has not been approved.

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

\_\_\_\_\_  
\_\_\_\_\_

**SEND COMPLETED FORM TO THE HUMAN RESOURCES DEPARTMENT BY NOVEMBER 2, 2009.**

**Carryover Requirements per Overview:**

Unaffiliated: Article VII, (F) - carryover up to 15 days with General Manager's approval.

Buyback - Dept/Div Heads: up to 7 days; Other: up to 5 days.

Department/Division Heads Only:  
Aetna Annuity Sick Leave Buyout Program - refer to 6/22/99 SRW memo.

Unaff (fire): Article VIII, (F) - carryover up to 15 days with General Manager's approval for Day Officers, up to 12 days for Shift Officers.

Buyback - Day Officers: up to 7 days; Shift Officers: up to 5 days.