**Policy 2.210 Absence from Work**

**Request for Extension of Time to Take Vacation Leave**

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| **Employee Information** |
| Employee Name |  |
| Employee ID |  |
| Employee Payroll Title Description and Title Code |  |
| Home Department |  |
| Supervisor Name and Title |  |
| Department Head Name and Title |  |
| **Vacation Leave Accrual Information** |
| Maximum Accrual Limit |  |
| Vacation Leave balance (as of \_\_\_\_\_\_\_\_) |  |
| Vacation Leave to be taken between \_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_ |  |
| Additional Vacation Accrual between \_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_ |  |
| Vacation Leave balance at the conclusion of the additional four month period |  |
| **Justification For Considering Up To An Additional Four Months To Take Vacation Leave** |
| Describe the departmental operational considerations that constitute exceptional circumstances (to be completed by Supervisor) |
| **Management Approval** |
| Supervisor Signature: Date: |
| Department Head Approval: Yes [ ]  No [ ]  If no, provide reason below.Department Head Signature: Date: |
| Control Point Approval: Yes [ ]  No [ ]  If no, provide reason below.Control Point Signature: Date: |
| **Employee Signature/Acknowledgement** |
| Employee Signature: Date: |

**Note**: Vacation may be accrued up to a maximum of two times an employee’s annual accrual whether an employee holds a full-time or part-time appointment. Approval of up to an additional four months to take vacation leave must be based on the operational considerations of the department /unit that limit the ability of the employee to schedule and take vacation leave in accordance with [**Policy 2.210 Absence from Work**](http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/personnel_policies/spp2210_absence.pdf)and UCSB Local Procedure for Policy 2.210 for Maximum Vacation Leave Accrual Limit.