

**Compensated Absence Form
Request for Vacation Carryover**

**Town of Edgartown, Massachusetts
Human Resource Department**



KEEP COPY FOR PERSONAL AND DEPARTMENTAL RECORDS

Form last reviewed: 06/23/2024

The Personnel Bylaw permits that five (5) days of vacation time may be carried forward into the next twelve (12) month period with the approval of the Appointing Authority. One (1) day of vacation time is equal to the average number of hours in the employee's workday.

Employee Name: _____ Department: _____

Average Hours Per Week: _____ Days Per Work Week: _____ Average Hours Per Work Day: _____

Vacation Hours Balance: _____ Total Hours Requested: _____

Employee

Date

TO BE COMPLETED BY DEPARTMENT HEAD/APPOINTING AUTHORITY

Approved: _____ Denied: _____ Reason for Denial: _____

Department Head / Appointing Authority

Date

TO BE COMPLETED BY HUMAN RESOURCE DEPARTMENT

Employee #: _____ Vacation Hours Balance: _____

Vacation Hours Approved for Carryover: _____

Human Resource Director

Date