

## REQUEST FOR VACATION EXTENSION

Employee:  NSU ID:   
Center:  Telephone:   
Email:  Today's Date:   
# Hours \* requested for extension:  Extend Through Date:

**\* Do not include automatic one-week carryover in this figure.**

Date by which extended hours will be used. **Extensions must be used within six (6) months from anniversary date, or July 1, whichever is applicable.**

*Please refer to the vacation extension policy on the following page.*

### REASON FOR REQUEST (Required):

Select a reason from the drop down box and add comments below:

Employee Signature

Date

**REQUIRED APPROVALS: NOTE: Forward form to Office of Human Resources after final center approval.**

\_\_\_\_\_  
Immediate Supervisor (Print Name)

\_\_\_\_\_  
Immediate Supervisor (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean/VP/Department Head (Print Name)

\_\_\_\_\_  
Dean/VP/Department Head (Signature)

\_\_\_\_\_  
Date

Frederick Lippman, Chancellor

(Approval required for all HPD requests )

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

=====Area below for Office of Human Resources use only=====

☐ Accrual (Hire Date) \_\_\_\_\_

☐ July 1 Advance

☐ Full-Time

☐ Part-Time

Previous Extension Dates: \_\_\_\_\_

\_\_\_\_\_  
Shared Services (Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Strategic Business Partner (Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director, OHR (Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

☐ Approved ☐ Not Approved

Frederick Lippman

Interim Executive Vice President/Chief Operating Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Excerpted from the Vacation Leave Policy, updated on April 12, 2012:**

Vacation Extension Requests

Each employee and their supervisor has the responsibility to manage vacation leave time in order to minimize the need to carry over earned, unused vacation. Supervisors should be mindful of an employee's need for time off from work and encourage those employees with unused vacation leave to schedule time off before the applicable cut-off date (July 1 or employee's anniversary date).

Eligible employees automatically receive a carry-over of up to one week of unused vacation as described in the Vacation Leave policy. If vacation time-off requests cannot be approved due to operational needs or other business reasons, the employee may request to extend the use of vacation time-off into the subsequent year (after anniversary date or July 1, whichever is applicable). Extensions must be utilized within six (6) months from anniversary date or July 1, whichever is applicable. An employee shall submit a request for an extension on the Vacation Extension Request form available on the NSU Web site under Human Resources/OHR Forms.

The employee's request must include an explanation of the operational need or other business reason for not using vacation during the regular utilization period. The Dean or Center/Department Head, in consultation with the employee's supervisor, must review the business justification and ensure that the vacation extension request will not negatively impact College/Center/Department operations, if approved by the University's Executive Vice President and Chief Operating Officer. The request shall be submitted to the Office of Human Resources for review and then forwarded to the Executive Vice President and Chief Operating Officer for final review and approval.

Vacation extension requests for personal reasons (i.e. requests not involving a business justification) normally will not be approved but will be reviewed on a case-by-case basis by the Office of Human Resources and the Executive Vice President and Chief Operating Officer for final determination after the College/Center/Department certifies that the approval of the request will not negatively impact its operations.