

**Allegheny East Conference Corporation
Employee Vacation Carry-Over Request Form**

This vacation carryover form must be completed in full and returned by **December 8, 2022** if an employee is requesting to carry over unused vacation. Allegheny East Conference exempt employees may carry over up to a maximum of **two (2) weeks** of unused vacation time from, based on years of service.

Please complete this form and submit it to Human Resources for consideration. **Supervisor's**, please note that **only your original signature is acceptable, no substitute or stamp**. The vacation benefit calculation is on reverse side of this form.

Carryover request– **Maximum TWO WEEKS.**

Vacation Balance

I understand that, if approved, the carryover days must be taken within the following timeframe:

- within one (1) year - by **December 31, 2022**

Employee Name (Please Print)

Department

Employee Signature

Date

Supervisor Approval-**Original signature** (Office staff only)

Date

Treasurer or Designee Signature

Date

Vacation Carryover _____

Day/s forfeited _____

Administrative Committee Approval/Date: _____

Routing: Employee, Supervisor (**original signature only**), Human Resources Department

**Allegheny East Conference Corporation
Vacation and Holidays
North American Division Working Policy (E 75)**

1. Annual vacation with pay shall be provided for regular denominational employees and may be accrued and calculated on the following basis:

	<u>Vacation entitlement per year of full-time service</u>	<u>Vacation entitlement accrued per 38-hour week</u>
First four-year period	2 weeks	1.4575 hours
Next five-year period	3 weeks*	2.1863 hours
After nine years of service	4 weeks**	2.9151 hours

2. A normal work week differing from the 38 hours will require a recalculation of the entitlement accrual rate.
3. Regular part-time employees shall accrue vacation time on a prorata basis. The rate of vacation time accrual shall be on the basis of years of full-time equivalency.
4. Service for vacation accrual purposes shall include days worked, approved sick time, holidays and vacation days.
5. Individuals who become denominational employees after several years of experience in a type of work that enhances their ability to function more effectively in their work for the Church may be granted one year of credit toward vacation accrual for each two years of such prior service.

*Employees are eligible to begin accruing vacation time at the 3 and 4 week rates after completing 4 and 9 years of service or in harmony with mandated government requirements.

**Employees are eligible to begin accruing vacation time at the 4-week rate after completing 9 years of service or in harmony with mandated government requirements.

Please note that updated vacation entitlements, even though occurring in the current year, are not updated until January of the following year.