

# 2018 Administrative Vacation Planner

Hours carried forward from 2017 (not to exceed 80 hrs) \_\_\_\_\_  
Hours earned for 2018 (based on 2080 hrs for 1 F.T.E) \_\_\_\_\_  
Total Hours Available for 2018 \_\_\_\_\_  
Hours taken for 2018 \_\_\_\_\_  
Balance to be carried forward for 2019 (not to exceed 80 hrs) \_\_\_\_\_

Floating 8 hour holiday was taken on: \_\_\_/\_\_\_/18 (do not include in vacation – an unused floating holiday does not carry forward into future years)

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Hours taken for 2017 (please record the actual vacation dates you were gone)

January:

July:

February:

August:

March:

September:

April:

October:

May:

November:

June:

December:  
(Do not include days between  
Christmas and New Years)

Staff with 12 month full assignments are eligible to take 20 days (160) hours each calendar year. Those with less than a full time assignment will receive a pro-rated amount. A maximum of 80 hours may be rolled into the next year. No more than 80 hours total may ever be accrued from prior years. Upon termination or retirement, your final year will be prorated and any unused vacation time (not to exceed 160 hrs) will be paid **ONLY** if vacation records have been filed with the Human Resources Office for all years beginning with and following 2002.

I certify that the above stated record is accurate and does not exceed the amount I am eligible to receive.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Supervisor Signature