



REQUEST FOR REINSTATEMENT OF LOST VACATION HOURS

Employee Information

Name: _____ Employee ID # _____

Email Address: _____ Home/Cell Phone: _____

Department: _____ Work Phone: _____

Employee Certification

In accordance with section III.E.3 of [Rule 5-301A](#), Scope, Eligibility and Limitations for Vacation Leave – University Employees, I request that vacation leave that was lost at year end because it was over the maximum accrual limit be reinstated.

I hereby certify:

- I received approval from my supervisor to use vacation leave on specific days;
- After November 15th, management in the department required that I cancel the approved, scheduled vacation (in 2021, this includes the Winter Break added by the University);
- I was not allowed to reschedule the vacation leave in the same calendar year; and,
- The cancelled leave resulted in a loss of unused vacation hours at the end of the year.
- I understand that reinstatement of lost hours does not increase the annual carry-forward amount for the subsequent calendar year, nor will it increase the amount that may be paid out under Part III.E.7.c of [Rule 5-301A](#).

I am requesting reinstatement of the scheduled vacation hours I was unable to use on the following date(s):

Employee Signature: _____ Date: _____

Supervisor Confirmation

I hereby certify that the above-referenced employee had vacation scheduled on the dates listed above and was not able to use the vacation on those dates and was not able to reschedule the vacation leave in the same calendar year based on the needs of the department.

Supervisor Signature: _____ Date: _____

Supervisor Printed Name: _____

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