



411 S 5TH AVE, VIRGINIA, MN 55792 | 218.749.5437 | FAX: 218.741.8522 | WWW.RRPS.ORG

AFSCME Local Union #3 Vacation Carryover

July 1, 2021 – June 30, 2023

Article 8, Section D, Subd 1. Vacation Carryover:

Employees may carryover up to 120 hours they are eligible to accrue, from year-to-year based on a calendar year. By May 31 of each year, employees must notify the office if they intend to carryover their vacation accrual or if they would prefer to pay it out. If an employee does not make a determination by May 31 of each year, their vacation shall be paid out by the last payroll of June.

Employee Name (print): _____

Remaining balance up to 120 hours (check box).

or

Specific amount of hours to be carried over _____

By signing this form, I am requesting my vacation to be carried over as noted above.

Employee Signature: _____ Date: _____

Return completed form to Business Office.

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For Business Office use only

Processed date: _____



SUPERINTENDENT: DR. NOEL SCHMIDT