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AFSCME Local Union #3 Vacation Carryover

July 1, 2023 – June 30, 2025

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.

Article 8, Section D, Subd. 4. Vacation Use on Student Contact Days.

Part-time employees shall be allowed to take seven (7) days of vacation every year during student contact days at the discretion of the employee's supervisor.

12-month employees shall be allowed to take twelve (12) days of vacation every year during student contact days at the discretion of the employee's supervisor.

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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SUPERINTENDENT: DR. NOEL SCHMIDT