

Vacation Carry Over Form (Excluded employees)	
Fiscal Year:	2026-2027

****All fields are mandatory & supporting documentation must be attached to this form****

Full Name: _____ Employee ID #: _____

I would like to request permission to carry over unused vacation in the amount of hours over, and above one year's entitlement into the next fiscal year. I was unable to use the vacation hours because: *(State reason and provide denied vacation documentation):*

Reason:

Supporting Documents Attached: _____ YES

The *Terms & Conditions of Employment for Excluded employees, Province of PEI* (Article 12c) states "In exceptional circumstances, an employee may carry over in excess of one additional year's vacation entitlement with written approval of the Employing Authority".

I _____ (employee name) plan to use my excess vacation hours by no later than **June 30, 2027**. Please outline the plan to use your vacation below including dates:

Vacation Plan:

Signatures:

Employee Date

Supervisor/Manager/Director Date

Executive Director (ED) Date

Chief Executive Officer (CEO) Date

HR Office use only	
Approved ☐	Comments:
Not Approved ☐	
**Please send Approved forms to the HR Coordinator of the area	