

**APPENDIX K**

Vacation Utilization Plan

Ref: Article 12.03.3 Vacation

Use this form to document a plan to bring a unit member’s vacation balance below the maximum allowed as per Article 12.03.3 of the bargaining agreement. The unit member shall meet with the immediate manager to discuss a mutually agreeable time to take vacation. If the mutually agreeable time causes the unit member’s vacation maximum to be exceeded, the manager and the unit member will document a plan to bring the vacation balance below the maximum by the end of the fiscal year. Approval of this plan will allow the unit member to continue to accrue vacation until the plan has been implemented.

**VACATION PLAN**

Unit Member’s Name (Last, First):       Banner ID:

Department:       Classification:

Immediate Manager:       Title:

Vacation Balance:     as of date:       Monthly Accrual:       Max:

In the space below, clearly describe the mutually agreeable plan that will bring the unit member’s vacation balance below the maximum allowed by the end of the fiscal year (June 30th).

I would like to donate     hours to the Catastrophic Leave Bank.

Unit Member’s Signature Date

*(Type in your name to acknowledge the information you are providing is true and accurate to the best of your knowledge)*

Immediate Manager’s Signature Date

*(Type in your name to acknowledge the information you are providing is true and accurate to the best of your knowledge)*

**RETURN COMPLETED FORM TO THE PAYROLL DEPARTMENT, BUILDING 4, ROOM 1370**

**PAYROLL USE ONLY:**

[ ]  Original for Employee File

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