



**BAYFIELD COUNTY
CARRYOVER VACATION APPROVAL FORM**

Date of Request	
Employee Name	
Department	
No. of Hours Approved for Carryover	
Date to be Used By	

Subject to approval by the employee's Department Head or designee, full-time employees may carry over up to 5 full days of vacation. The carry over for part-time employees shall be prorated based on Section 1.2.2 of the Bayfield County Personnel and Procedures Manual.

Vacation accrued on the 1st of the year must be used by March 31st of the following year.

Vacation accrued on your anniversary date must be used within three (3) months of your anniversary date.

SUPERVISOR SIGNATURE _____

DATE _____