



2018 VACATION CARRY-OVER SIGN-OFF SHEET

Dear Southeastern Conference Employee:

Per North American Division Policy:

E 75 07 Exempt Employees Vacation Time—Since vacation time should generally be taken in the year of accrual, it is assumed that exempt employees have taken their annual vacation accrual unless a written request is made by the employee to the employer for a carry-over to the following year or a formal reporting/accounting system is in place which tracks the amount of taken vacation time.

In other words, if you do not report your vacation time, it will be assumed that you have taken ALL your vacation during 2018, and there will be no days carried into 2019.

Holidays: An extra day may be added to the vacation time, or taken at some other time, when a holiday falls during vacation. The following are recognized as official holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

If you would like the remainder of your vacation days to be transferred, please sign and date below.

I am requesting 10 days of vacation be carried over into 2019 (This number should not be more than 10 days).

Please let us know if you have any questions or concerns.

Print Your Name: _____

Signature: _____

Today's Date: _____

Please return completed form to:
Southeastern Conference of Seventh-day Adventists
Office of Human Resources
1701 Robie Avenue, Mt. Dora, FL 32757