

**VILLAGE OF RYE BROOK
MEMORANDUM**

TO: Christopher J. Bradbury, Administrator

FROM: _____

Subject: Request to Carry Over 201_ Unused Vacation Days to 201_

DATE: December ____, 201_

I am unable to use all of my accumulated vacation days in 201_. As a result, I request approval to carry over _____ 201_ vacation days into the 20_ calendar year. I understand that I may not carry over more vacation days than I earn per year, and that I must use any days carried forward in the subsequent calendar year.

I currently earn ____ vacation days per year.

Department Head Signature (if applicable)

Employee Making Request