

**REQUEST FORM FOR CARRY OVER  
 OF VACATION TIME**

Employee request for carry over of vacation days, from current vacation year of 2021 to 2022.  
 Please fill out the upper portion of the form below and submit to the direct department manager.

All requests must be submitted to management at a minimum of one (1) month prior to vacation carry over needed, in order to properly assess and approve all submissions. The request for vacation carry over is solely by the employee and is in no way a suggestion or requirement of The Authentic T-Shirt Company®/SanMar Canada.  
 All requests will be reviewed in accordance with the Vacation Policy and Vacation Usage Plan.

Date of Request <i>(mm-dd-yyyy)</i>		Employee Name	
Department		Title	
Vacation Days Carrying Over <i>(ie. 2, 5)</i>		Vacation Request Dates <i>(if applicable)</i>	<i>Example. February 19 – 24, 2021</i>

Reason for request to carry over:

MANAGEMENT USE ONLY			
Approved ✓ <i>(yes/no)</i>		Manager Name	
Date reviewed <i>(mm-dd-yyyy)</i>		Manager Signature	

I, \_\_\_\_\_, understand that I am not guaranteed approval on requested days to be carried over and that all  
 employee name  
 approvals are based on departmental needs and discretion of management.

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Manager Signature