

Office Exempt Employee 2025 Vacation Request Form



Executive Secretary
PO Box 12340
Scottsdale, AZ 85267-2340
480-991-6777 ext 127 Phone
480-991-4833 Fax

Annual vacation time will be calculated using a four-day work week as follows:

- ◆ During years **1 through 4** of full-time service, you are entitled to eight (8) days of vacation.
- ◆ During years **5 through 9** of full-time service, you are entitled to twelve (12) days of vacation.
- ◆ **After nine (9) years** of full-time service, you are entitled to sixteen (16) days of vacation.

Note: Requests should arrive in the Executive Secretary's Office at least fifteen (15) days prior to the planned vacation.

Employee Name: _____

I am requesting the following vacation days:

_____ (Number of days _____)

_____ (Number of days _____)

_____ (Number of days _____)

Employee Signature: Date:

APPROVAL:

Departmental Director: _____ Date: _____

Administrative Officer: _____ Date: _____

Prior Year Rollover: _____

Plus Current Year Earned: _____

Minus Current Year Used: _____

Current Year Balance Remaining: _____

Vacation Policy: (For additional information, refer to NAD Working Policy 2017-2018 E 75, "Vacations and Holidays")

- Annual Vacation should be taken during the calendar year in which it is earned; any exceptions to this policy must be approved by Administration.
- 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 rollover to the following year.
- All vacation must be taken in full day increments, not partial days. Any unused vacation time which cannot be rolled over will be forfeited by the employee.
- It is the responsibility of the employee to arrange their vacation.
- Vacation may be taken at such times during the year when requested by the employee, approved by the supervisor, and authorized by Administration.
- A request for vacation should be made in advance, except in an emergency when it is not known beforehand by the employee that leave will be needed. An absence under such circumstances should be reported immediately.
- The number of paid holiday granted in a calendar is limited to the holidays approved by Administration. Any leave taken beyond that shall be treated as part of the employee's annual vacation.

Years Employed	Days earned during calendar year	Days allowed to rollover to the next calendar year	Maximum vacation days allowed per calendar year
1-4	8	4	12
5-9	12	6	18
10+	16	8	24