



Santa Barbara County Education Office

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Susan C. Salcido, Superintendent of Schools

REQUEST FOR CARRYOVER OF VACATION DAYS/COMPENSATORY TIME OR OFF-CONTRACT

From Fiscal Year	_____ / _____	Vacation Balance	
Employee		Compensatory Time	
Department		Off-Contract Balance	
Position		Total Requested	(days/hours)

Reason for requested carry-over:

Employee Signature		Date	
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APPROVAL: For Classified Employee

Supervisor		Date	
Assistant Superintendent		Date	

APPROVAL: For Management Employee

Off-contract days are to be used during the year in which they are granted, and may not be carried forward into a new fiscal year without the express approval of the County Superintendent.

Assistant Superintendent		Date	
County Superintendent		Date	

INSTRUCTIONS: Submit completed form to the Human Resources Department by the 1st Friday in June.