



**Madison College – Administrators  
Non-contract Carryover Request Form**

**Due to HR by  
June 16, 2017**

Administrators: Non-contract days *in excess* of eight (8) days requires approval by your supervisor and the Assistant Vice President of Human Resources. If this applies to you, complete this form.

Eight (8) days or less than eight (8) days of non-contract carryover will be automatically processed in Workday. If this applies to you, do not complete this form.

Employee Name (please print): \_\_\_\_\_

School/Department: \_\_\_\_\_

TOTAL Non-Contract Carryover Days\*: \_\_\_\_\_

*\* Please indicate the TOTAL days being carried over from FY16-17 into FY17-18.*

**Reason for carryover request:**

\_\_\_\_\_

**Plan for use during the next fiscal year:**

\_\_\_\_\_

Supervisor Signature of Approval: \_\_\_\_\_

\_\_\_\_\_ Date

Print Supervisor's Name: \_\_\_\_\_

HR Asst. Vice President's Signature of Approval: \_\_\_\_\_

Kristin Gebhardt

\_\_\_\_\_ Date

**ROUTING:**

After your supervisor reviews & signs the form, please forward to Human Resources for review/approval by the Assistant Vice President of Human Resources. A pdf copy of the signed form will be emailed to you.