



Fall River Public Schools – Clerk Vacation Carryover Form

Requestor Name _____

Request Date _____

School/Department _____

Position _____

of days to be carried over _____

Per the agreement between the Fall River School Committee and the Fall River School Department Civil Service Clerical Employees, Article X Vacations, Section 7, an employee may carry forward the total of seven (7) vacation days beyond June 30. It is the responsibility of the employee to notify the Superintendent or his/her designee in writing by June 1 of her/his intention and the reasons thereof. Final approval rests with the Superintendent or his/her designee.

Superintendent's Signature _____

Approved ☐

Not approved ☐

Approval Date _____

Please be sure to return this signed form to the Human Resources department once the request has been approved.