

**APPENDIX B**

**Ulster BOCES  
Assistant Superintendents**

**REQUEST TO CARRYOVER AND/OR CASH OUT  
VACATION DAYS**

As part of the Ulster BOCES Assistant Superintendents' Terms & Conditions of Employment, Assistant Superintendents have the following options available to them under Article 2 (B) – Vacation.

The Assistant Superintendent is permitted to carryover up to five (5) vacation days annually up to a maximum bank of 40 days, and also has the option to cash out up to ten (10) vacation days at the per diem rate (1/240) annually. Any such requested must be approved by the District Superintendent prior to June 30.

**ASSISTANT SUPERINTENDENT TO COMPLETE REQUEST BELOW**

Please return the completed form to the Human Resource Office.

Number of <u>days</u> requested to be <u>carried over</u> into the next school year: ( <u>Maximum of 5 days per year</u> )	
Vacation <u>Bank Total</u> after this request (40 day maximum):	

Number of <u>days</u> requested to be <u>cashed out</u> at a per diem rate. ( <u>Maximum of 10 days</u> )	
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Assistant Superintendent's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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HR Confirmation of Days Available to Carry Over: \_\_\_\_\_ Initials: \_\_\_\_\_

HR Confirmation of Days Available to Cash Out: \_\_\_\_\_ Initials: \_\_\_\_\_

District Superintendent's Approval: \_\_\_\_\_

Date: \_\_\_\_\_