



# REQUEST TO DEFER EXCESS VACATION LEAVE ACCRUALS Statement of Necessity

This form is to request the deferral of my vacation leave that has yet to be accrued in accordance with the applicable CBA, rules and/or Leave Procedure HR-218a-10. Any accrued leave in excess of 240 hours as of the approved date of the statement of necessity cannot be deferred, regardless of circumstances.

- Positions covered under WFSE: Article 11
- Positions covered under WPEA: Article 11
- Non-Represented positions to include WMS: WAC 357-31-215
- Employees exempt from civil service rules: RCW 43.01.040

Employees and their supervisors are encouraged to plan work requirements and manage scheduling vacation so that the employee may take earned vacation leave without exceeding the leave maximum balance. However, if an employee's request for vacation leave is denied by the Washington Military Department (WMD), and the employee is close to the maximum vacation leave (240 hours), the Department will grant an extension for each month that the Department defers the employee's request for vacation leave. This does not apply to annual leave voluntarily accumulated above the 240-hour maximum which must be used by the leave anniversary month or permanently lost. **See bottom of the form for additional explanation.**

EMPLOYEE INFORMATION				
Name (Last, First, MI)		Personnel Number		
Division		Job Classification		
Work Phone		Email Address		
INFORMATION REGARDING LEAVE DEFERAL REQUEST				
Date leave request was submitted to supervisor	Date supervisor denied leave request <i>(attach copy of leave slip/written documentation of leave denial)</i>	Requested # of hours to be deferred <i>(Note: you cannot defer what you have already accrued. You may only defer future accruals.) Contact Payroll Manager to verify # of hours you are eligible to defer.</i>		
Justification for excess vacation leave accrual over 240 hours at anniversary date.				
The employee will use their excessive leave by <date>				
Employee Signature			Date:	
NOTIFICATION PROCESS				
Payroll Manager	Anniversary Date	Annual Leave Balance as of today	Accrual Rate	Hours Eligible to Defer

Office / Function	Recommendation	Signature	Date
Payroll Manager	Approval Disapproval		
Comments:			
Supervisor	Approval Disapproval		
Comments:			
Division Director	Approval Disapproval		
Comments:			
<b>APPROVAL</b>			
Human Resource Division Director or designee	Approval Disapproval	Leave deferred if different than request	Deadline for using excess leave:
Comments:			

**Distribution:**

Original maintained in Employee Personnel File

HR input:

Copies distributed to:

- Payroll
- Employee
- Employee Supervisor

**Additional Explanation:**

There are two instances where an employee's vacation leave may be accumulated above the maximum 240 hours at their anniversary date:

1. An employee's request for vacation leave is denied by the Department, and the employee is close to the maximum vacation leave (240 hours), the Department must grant an extension for each month that the Department defers the employee's request for vacation leave. The Department must maintain a statement of necessity for justifying the extension.
2. An employee may accumulate the vacation leave hours between the time the 240 hours is accrued and their next anniversary date of state employment. This leave must be used by the next anniversary date and in accordance with the Department's leave procedure/applicable collective bargaining agreement. If the leave is not used, the excess leave is automatically lost and considered to have never existed.

For example: on June 15th, an employee is assigned to work on a special project. It is expected that the assignment will last 6 months. Due to an ambitious timeline and strict deadlines, the employee will not be able to take any vacation leave during that time.

- On June 15th, the employee's vacation leave balance is 260 hours.
- The employee accrues 10 hours monthly.
- The employee's anniversary date is October 16th.

Because the employee will not be able to use leave from June 15th through December 15th the employee files a Request to Defer Excess Vacation Leave Accruals - Statement of Necessity asking to defer the leave accrued during this time. This deferred leave will not be lost as long as the employee uses the deferred hours before their next anniversary date (October 16th of the following year). The 20 hours of excess vacation leave the employee had on June 15th is not covered by the statement of necessity because the leave was already accrued.

Anniversary date: An employee's anniversary date is all current and prior state service (minus leave without pay when it exceeds fifteen consecutive calendar days in applicable situations). An employee's anniversary date is used for computing the rate of vacation leave accrual and to determine when vacation leave over two hundred forty hours is lost.