**AGENCY LETTERHEAD**

October 1, 2019

**To:** Director Name

Director Title

**From:** Employee Name

Employee Title

**Subject:** Statement of Necessity for Excess Vacation Leave

Dear Agency Director:

This letter is to request the deferal of my vacation leave that has yet to be accrued in accordance with **WFSE EMPLOYEE:** CBA Article 11.12 **or NON-REPRESENTED EMPLOYEE/WMS:** WAC 357-31-215 **or EXEMPT EMPLOYEE:** RCW 43.01.040.

* Anniversary date: anniversary date
* Leave balance on anniversary date: leave balance
* Current leave balance: leave balance as of date written
* Accrual rate: accrual rate
* Amount requesting to be deferred: accrual rate X number of months left until closest anniversary date
* I plan to take my deferred excess vacation hours beginning on: date you will begin coding vacation leave
* Justification for excess vacation accrual: reason you were denied vacation and are going to be over 240 at your anniversary date

In the event you have questions concerning this statement of necessity please feel free to contact me at Phone # or Email Address.

Thank you,

Employee's Name

Title

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| **AGENCY DIRECTOR USE ONLY** |

By signing below, I authorize the employee meets the requirements outlined above and is approved to have the vacation deferred.

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