**AGENCY LETTERHEAD**

Date

Employee Name

Employee Address

City, State Zip-Code

Dear Employee Name:

This memo is to confirm that your vacation leave accrual has been increased to ACCRUAL RATE per month, at the POSITION year level. You will remain at the accelerated accrual rate until your anniversary date catches up to the accrual rate amount in accordance with WAC 357-31-165.

This increase is effective EFFECTIVE DATE. This increase is for REASONING.

In the event you have questions about this accelerated leave accrual, please feel free to contact HRBP NAME, HR Business Partner, at HRBP EMAIL ADDRESS or 360-407-LAST 4 OF PHONE.

cc: saa@des.wa.gov

Personnel File