



## Excess Annual Leave Deferral Request

In compliance with RCW 43.01.040 and 43.01.044, the maximum vacation leave balance for exempt employees is 30 days (240 hours) of leave. If you wish to request to carry a leave balance above 30 days beyond September 30<sup>th</sup>, please complete this form in full and indicate the necessity. The President or the Director of HR & Legal Affairs may approve or disapprove such requests and file them with Human Resources. Approved excess annual leave must be used on or prior to December 31. Payroll will delete all excess annual leave at the close of business on December 31, 2017.

**Employee name:** \_\_\_\_\_

**Vacation leave balance as of 9/30:** \_\_\_\_\_

**Number of excess hours requesting:** \_\_\_\_\_

**Reason of necessity:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Date

**Approved**

**Denied**

\_\_\_\_\_  
President Date

\_\_\_\_\_  
HR Director Date

cc: Payroll  
Personnel File  
Employee