



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 30th, please complete this form in full and indicate the necessity. The President or the VP 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, 2023. Payroll will delete all excess annual leave at the close of business on December 31, 2023.

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