

**WAC 357-31-090 Can an employee request to donate or use part of a personal holiday?** An employee is only allowed to use part of a personal holiday in these two circumstances:

(1) When donating a portion of the personal holiday to the shared leave program as provided in WAC 357-31-425(3), or

(2) When using a portion of the personal holiday to provide care as provided in WAC 357-31-070(2).

Any portion of the personal holiday that remains and is not used for the purposes specified in WAC 357-31-070(2) must be taken by the employee in one absence not to exceed the work shift on the day of the absence.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-08-136, § 357-31-090, filed 4/6/05, effective 7/1/05.]