

**WAC 357-31-220 What must be included in the statement of necessity for excess vacation leave?** At a minimum, a statement of necessity for excess vacation leave must include all of the following:

- (1) The date on which the statement of necessity was authorized;
- (2) Justification of denial of the employee's leave request;
- (3) Date upon which the employee will be able to resume leave usage;
- (4) The employee's total leave balance on his/her anniversary date;
- (5) The employee's accrual rate; and
- (6) The employee's leave balance at the time of the request.

[Statutory Authority: Chapter 41.06 RCW. WSR 05-08-137, § 357-31-220, filed 4/6/05, effective 7/1/05.]