**CIVIL SERVICE VACATION AND PERSONAL HOLIDAY DATA FORM**

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| **Name: Hire Date:** |   |
| MONTH/YEAR OF PLANNED INCREASE | HOURS PER MONTH VACATION | BEGINNING OF SERVICE YEAR |
|   | 8.00 | 1 |
|   | 8.67 | 2 |
|   | 9.33 | 3&4 |
|   | 10.00 | 5,6,7 |
|   | 10.67 | 8,9,10 |
|   | 11.33 | 11 |
|   | 12.00 | 12 |
|   | 12.67 | 13 |
|   | 13.33 | 14 |
|   | 14.00 | 15 |
|   | 14.67 | 16 |

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| --- | --- | --- |
| PERSONAL HOLIDAY TAKEN |  PERSONAL HOLIDAY TAKEN |  PERSONAL HOLIDAY TAKEN |
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**LWOP Rule :** If an employee is on LWOP for more than **ten full working** days in a calendar month, he or she does not earn annual leave or **service credit** for the month. ([WAC 357-31-175](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-31-175), [WAC 357-31-180(2)](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-31-180))

When a higher education employee takes more than ten working days of leave without pay, that month does not qualify as a month of employment under [WAC **357-31-165**](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-31-165).

[BPPM 60.57](http://public.wsu.edu/~forms/HTML/BPPM/60_Personnel/60.57_Civil_Service_Employee_Leave.htm)