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

|  |  |
| --- | --- |
| **Name: Hire Date:** |   |
| MONTH/YEAR OF PLANNED INCREASE | HOURS PER MONTH VACATION | BEGINNING OF SERVICE YEAR |
|   | 9.33 | 1-2 |
|  | 10.00 | 3 |
|   | 10.67 | 4 |
|  | 11.33 | 5-6 |
|  | 12.00 | 7-9 |
|   | 13.33 | 10-14 |
|   | 14.67 | 15-19 |
|   | 16.00 | 20-24 |
|  | 16.67 | 25 |

|  |  |  |
| --- | --- | --- |
| PERSONAL HOLIDAY TAKEN |  PERSONAL HOLIDAY TAKEN |  PERSONAL HOLIDAY TAKEN |
|  |  |  |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |

**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)