# STATEMENT OF NECESSITY AND

**REQUEST TO DEFER EXCESS VACATION LEAVE**

Exempt Employees

*Supervisors are expected to know and inform employees in advance of those times when vacation leave is unlikely to be granted. This will allow employees to plan leave use in advance thus making deferral of leave a very rare necessity*. *If an employee will exceed the maximum accrual of thirty days (240.00 hours), and he/she has submitted a request for annual leave and it is determined that the employee’s request to use annual leave should be deferred for the convenience of the employing department, the immediate supervisor initiates the request to defer the excess hours to the following month. A request to take annual leave and a Statement of Necessity to defer such leave must be filed each and every month the leave is deferred until the annual leave balance has been reduced below the maximum 240 hours.* **\**Unless a Statement of Necessity to defer requested leave has been filed before the annual leave balance exceeds thirty days (240 hours), the excess hours are considered to be voluntarily accrued, may never be deferred, and will be lost if not used prior to the anniversary month.*** (See Exempt Employees' Code Sections 6-60-010(5)/ (6)/ (7) and CWUR 6-60-010(11) and (12))

**Instructions:** The immediate supervisor completes this form and forwards to department head and appointing authority. Attach REQUEST FOR OR REPORT OF ABSENCE submitted by employee showing total hours of leave requested, requested leave dates, and supervisor's denial of request. **This process must be completed before leave exceeds the maximum of 240 hours.**

Employee Name:

Department:

Employees: request for leave from: to:

Received by supervisor on:

Vacation leave balance at date of leave request: \*see above

Leave anniversary month: number of hours to be deferred:

Justification of denial of leave request:

Date employee will be scheduled to take leave:

Deferral of vacation leave use requested by:

Supervisor date

Deferral ( ) approved ( ) not approved

Department head date

Deferral ( ) approved ( ) not approved

Appointing authority date

***Retain originals in department with Time/Leave Reports and send copy of both completed forms to employee and to Human Resources at MS 7425.***