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|  |  | **LEAVE REQUEST** |

|  |  |
| --- | --- |
| Attendance Unit | Posted |

|  |  |  |  |
| --- | --- | --- | --- |
| Employee’s Last Name | First Name | Employee ID | Division, Section, or Unit |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Leave Code/ Type of Leave** | | | | **Date/ Time**  **Begin** | | | **Date/ Time**  **End** | | **Total Hours Requested**  ***Example (8.0)*** | |
| COMPENSATORY LEAVE / EXCHANGE TIME | |  | | | Month Day Year     /    / | Time     :    AMPM | Month Day Year     /    / | Time     :    AMPM |  | |
| VACATION LEAVE | |  | | | Month Day Year     /    / | Time     :    AMPM | Month Day Year     /    / | Time     :    AMPM |  | |
| SICK LEAVE | |  | | | Month Day Year     /    / | Time     :    AMPM | Month Day Year     /    / | Time     :    AMPM |  | |
| PERSONAL HOLIDAY / HOLIDAY | |  | | | Month Day Year     /    / | Time     :    AMPM | Month Day Year     /    / | Time     :    AMPM |  | |
| LEAVE WITHOUT PAY | |  | | | Month Day Year     /    / | Time     :    AMPM | Month Day Year     /    / | Time     :    AMPM |  | |
| SHARED LEAVE / **OTHER** | |  | | | Month Day Year     /    / | Time     :    AMPM | Month Day Year     /    / | Time     :    AMPM |  | |
| Reason For Leave (If necessary) | | | | | | | | | |
| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Minutes | Tenths | Minutes | Tenths | Minutes | Tenths | Minutes | Tenths | Minutes | Tenths | | 1-6  7-12 | .1  .2 | 13-18-  19-24 | .3  .4 | 25-30  31-36 | .5  .6 | 37-42  43-48 | .7  .8 | 49-54  55-60 | .9  1.0 hour | | | | | | | | | | |
| Leave Not Approved  **(Provide Explanation in Comments Section Below)** | | | **\*LEAVE WITHOUT PAY**  Authorized Absence  Unauthorized Absence | | | | | | |
| Comments: | | | | | | | | | |
| Date     /    / | Employee’s Name Supervisor’s Signature & Date | | | | | | | | |

**1Compensation for leave cannot exceed the total amount of leave accumulated. Should leave be approved in excess of the total accumulated, it will not be compensated.**

*The Public Records Act, RCW 42.56.250, et. seq., requires disclosure of public records unless they are exempt.  If requested, non-exempt public records in the possession of the Department of Personnel will be released.  Exempt records will be withheld from public disclosure or exempt portions of records will be redacted from records prior to release.*