## Leave Request Form Instructions

1. **Employee’s Last Name –** Enter the last name of the employee for whom the hours are being reported. All of the information following must be related to this employee.
2. **First Name** – Enter the first name of the employee.
3. **Personnel Number –** Enter the employee’s Personnel Identification Number.
4. **Division, Section, or Unit –** Enter the name of the division, section, or unit of the employee. Leave this box blank if not applicable.
5. **Leave Beginning (A) Hour and (B) Month, Day, Year –** Enter the time and date the leave began.
6. **Leave Ending (A) Hour and (B) Month, Day, Year –** Enter the time and date the leave ended.
7. **Total Hours Requested/Total Hours –** Enter the total numbers of hours, to the nearest tenth, of leave taken.
8. **Type of Leave –** Check the box next to the appropriate leave type. Follow agency policy regarding leave usage.
9. **Comments –** Enter an explanation for the leave if necessary. Follow agency policy regarding when to provide an explanation.
10. **Leave Code –** Enter a leave code that matches the type of leave taken. Follow agency policy regarding which leave codes to use.
11. **Leave Type –** Enter a leave type that matches the leave code. Follow agency policy regarding which leave types to use.
12. **Date of Request –** Enter the date the employee requested the leave.
13. **Employee’s Signature** **–** Have the employee for whom the hours are being reported sign their name in ink.
14. **Leave Not Approved** – Check the box, if applicable.
15. **Leave Without Pay** – Check the appropriate box, if applicable.
16. **Comments** – Provide any additional explanation if necessary.
17. **Date Approved –** Enter the date the approver signed the form.
18. **Supervisor’s OR Other Approving Authority’s Signature –** Have the supervisor or designee indicate their approval by signing the form in ink.