

The Adjutant General's Department
State Employee's Leave Request

NAME

Common Leave Codes – Non Exempt

(*Exempt employees* – drop the last letter of the applicable non-exempt code and replace it with an “E”.)

VAC Vacation	MIL Military (15 days/calendar yr)	SHL Shared Leave
SCK Sick	JRY Jury Duty	WSL Worker's Comp-Sick Leave
DDY Discretionary Day	FNL Funeral +	WVL Worker's Comp-Vacation Leave
CMT Comp Time Taken	ADM Administrative	WCT Worker's Comp-Comp Time Taken
HCT Holiday Comp Taken	LWP Leave Without Pay	WHC Worker's Comp-Holiday Comp Taken
+ <i>Note</i> : Maximum of 6 days is not automatic. The employee's relationship to the deceased and necessary travel time determine the number of "Relationship" must be specified in the 'Reason' or 'Comments' section.		

Must Obtain Approval Before Taking Leave

(**Non-exempt**: Use leave in **1/4 hour** increments, i.e. .25, .50, .75, 1.0.)

(**Exempt**: Use leave in **1/2 day** increments, i.e., 4.0 & 8.0 hours.)

Type	Pre-Sched? Yes/ No	Reason*	From Date	From Time	To Date	To Time	Total Hrs	Emp Sign** /Date	Time	Result A-PA-D ***	Sup. Sign/

- * Reason required *except* for *pre-scheduled* vacation leave or comp time.
- ** Employee's signature acknowledges and agrees that hours approved may be modified.
- *** A=Approved. PA=Partial Approval. (List leave hours approved in the 'Comments' section.) D=Denied.
- *** Leave hours may be modified if there is a potential for "additional hours" during the designated work week.

Comments:

Information applies unless otherwise agreed to in a union memorandum of agreement.