LEAVE REQUEST FORM

1. Request Data

    a.   Employee Name
            Enter the employee's actual name as it appears in their personnel record.
            Do not enter nicknames or name abbreviations.

    b.   Begin/End Date
            Enter the begin and end dates that this leave request applies to.

    c.   Personnel Number
            Enter the personnel number.

    d.   Business Area
            Enter the agency code. This is a 4-digit number. For example, 0385
            represents the Arkansas Department of Veterans Affairs.

    e.   Personnel Area.
            Enter the unique personnel area that this employee is assigned to. The
            personnel area is a combination of a 2-digit agency code and a 2-digit
            sequence number representing that agencies physical location. For
            example, the Arkansas Department of Veterans Affairs has several
            locations that are sequentially numbered. ADVA's first physical location is
            indicated by VA01.

2. Leave Request Data

            Select the appropriate leave category and enter the hours and minutes.
            Leave times must be in 15 minute increments.

3. Authorizations

    a.   Employee Signature
            The employee supervisor must approve the request.

    b.   Approving Authority
            Two lines are provided for supervisor(s) approval.

    c.   Timekeeper Signature
            The timekeeper will sign and date the form after data entry.