Employee Leave Request

Arkansas Department of Veterans Affairs

PART I - EMPLOYEE REQUEST

Name of Employee *(Last, First, MI)*			**BEGIN LEAVE:** (Hour)　(Date)
Personnel Number	Business Area	Personnel Area	**END LEAVE:**　(Hour)　(Date)

PART II - LEAVE CATEGORIES AND CODES　　　*Leave may be requested in 15-minute increments only.*

☐ Check here if the requested Leave is Family Medical Leave, Military Leave or Workers Compensation related. (Provide documentation).

			Hours/Minutes				Hours/Minutes
☐	**ANNL**	Annual	_____	☐	**SICK**	Sick	_____
☐	**CATL**	Catastrophic Leave	_____	☐	**MILH**	Military Leave Holiday	_____
☐	**CEAL**	Child Ed Activity Leave	_____	☐	**MILL**	Military Leave LWOP	_____
☐	**CNJL**	Court/Jury	_____	☐	**MILV**	Military Leave Quota	_____
☐	**CP10**	Comp (10) Quota 15	_____	☐	**PROL**	Governor/Proclamation	_____
☐	**CP15**	Comp (15) Quota 16	_____	☐	**SHLV**	Shared Leave	_____
☐	**EMBD**	Employee Birthday	_____	☐	**WKCA**	Workers Comp Annual	_____
☐	**FMLA**	Family Medical Annual	_____	☐	**WKCH**	Workers Comp Holiday	_____
☐	**FMLH**	Family Medical Holiday	_____	☐	**WKCL**	Workers Comp LWOP	_____
☐	**FMLL**	Family Medical LWOP	_____	☐	**WKCS**	Workers Comp Sick	_____
☐	**FMLS**	Family Medical Sick	_____	☐	**WKCT**	Workers Comp CAT	_____
☐	**FMSH**	**Family Medical Shared**	_____	☐	**WC10**	Workers Comp Comp (1.0)	_____
☐	**FMLT**	Family Medical CAT	_____	☐	**WC15**	Workers Comp Comp (1.5)	_____
☐	**HLDY**	Holiday *(specify)*_____	_____	☐	**Other**	*(specify)*	_____
☐	**INCL**	Inclement Weather	_____			_____	
☐	**LWOP**	Leave Without Pay	_____		**AGENCY DESIGNATED LEAVE**		
☐	**MC10**	Military Leave Comp (1.0)	_____	☐	**DISP**	Disciplinary Unpaid	_____
☐	**MC15**	Military Leave Comp (1.5)	_____	☐	**EDUN**	Education Unpaid	_____
☐	**MILA**	Military Leave Annual	_____	☐	**EDUP**	Education Paid	_____
☐	**MILD**	Military Leave Disability	_____				_____

Employee's Signature	Date

PART III - AUTHORIZATION

☐ Approved　☐ Disapproved	Approving Authority	Date
☐ Approved　☐ Disapproved	Approving Authority	Date
	Timekeeper's Signature	Date