



COUNTY OF WASHINGTON, VIRGINIA
DEPARTMENT OF ACCOUNTING

EMPLOYEE LEAVE REQUEST

EMPLOYEE INFORMATION

EMPLOYEE NAME: _____ EMPLOYEE NO.: _____ HIRE DATE: _____
 Last First Initial MM/YY
 EMPLOYEE STATUS: - PERMANENT FULL-TIME - PERMANENT PART-TIME - TEMPORARY/PART-TIME (INCLUDES SEASONAL)
 FLSA STATUS: - EXEMPT - NON-EXEMPT

LEAVE REQUEST

I THE UNDERSIGNED EMPLOYEE DO HEREBY REQUEST USE OF THE FOLLOWING LEAVE:

FORM OF LEAVE	LEAVE HOURS BEGINNING BALANCE [†]	TOTAL LEAVE HOURS REQUESTED	LEAVE HOURS BALANCE REMAINING	DATE LEAVE BEGINS (MM/DD/YY)	DATE OF RETURN TO WORK (MM/DD/YY)	REASON FOR LEAVE
ANNUAL LEAVE (AL)						
SICK LEAVE (SL)						
PERSONAL LEAVE (PL)						
COMPENSATORY TIME (CT)						
DISCRETIONARY LEAVE (DL)						
ADMINISTRATIVE LEAVE*						
JURY LEAVE*						
MILITARY LEAVE*						
FAMILY LEAVE*						
OTHER LEAVE*						

[†]Balance should reflect any previously approved Leave hours taken during this month
 *Must be approved by County Administrator for all employees

EMPLOYEE SIGNATURE

 Signature of Employee DATE SUBMITTED: _____

DEPOSITION OF REQUEST

THE ABOVE REQUEST IS: - APPROVED - DENIED
 REASON FOR DENIAL: _____
 _____ DATE: _____
 Initials – Dept Head/Co Admin

GENERAL INFORMATION

ANNUAL LEAVE AND COMPENSATORY TIME

Annual Leave and Compensatory Time (Comp Time) requests of no more than 2 successive working days must be submitted to the employee's department head or County Administrator at least 24 hours in advance of the date the leave is requested. Generally, use of Compensatory Time limited to no more than 3 successive working days in any 14 calendar day period will be approved unless the employee's absence will unduly disrupt County operations.

Annual Leave requests in excess of 2 successive working days but less than 5 successive working days must be submitted at least 3 working days in advance of the date the leave is requested. Annual Leave requests of 5 successive working days or more must be submitted at least 5 successive working days in advance of the date the leave is requested.

SICK LEAVE, PERSONAL LEAVE AND DISCRETIONARY LEAVE

Where the use of Sick Leave, Personal Leave and Discretionary Leave is known in advance, employees shall generally follow the policies for use of Annual Leave above. When use of leave cannot be approved in advance, this Request for Use of Leave form shall be submitted for approval within 2 working days of an employee's return to work.

ADMINISTRATIVE LEAVE, JURY LEAVE, MILITARY LEAVE AND FAMILY LEAVE

Requests for Administrative Leave, Jury Leave, Military Leave and Family Leave must be submitted to the County Administrator. Where use of such leave is known in advance, employees shall generally follow the policies for use of Annual Leave above. When use of leave cannot be approved in advance, this form shall be submitted to the County Administrator within 2 working days of an employee's return to work. Employees are urged to review the relevant sections of the County Personnel Manual prior to submitting requests for Administrative Leave, Jury Leave, Military Leave and Family Leave.