



LEAVE REQUEST	Attendance Unit 01	Time and Attendance Processor's Name Tammy Teefer	Posted <input type="checkbox"/>
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Employee, DO NOT complete shaded areas. Use a separate form for each type of leave requested.

Employee's Last Name Esser		First Name Luke		Personnel Number 20000949		Division, Section, or Unit ADM/SEA	
Leave Beginning			Leave Ending			Total Hours Requested	
Hour 10:00	<input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	Month Day Year 1/29/07	Hour 12:00	<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	Month Day Year 1/29/07	Total Hours 2	
Hour 1:00	<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	Month Day Year 1/29/07	Hour 2:30	<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	Month Day Year 1/29/07	Total Hours 1.5	
Type of Leave						Minutes	Tenth
<input type="checkbox"/> Vacation ¹	<input type="checkbox"/> Shared Leave Taken	<input type="checkbox"/> Military		1-6	.1	31-36	.6
<input type="checkbox"/> Sick ¹	<input type="checkbox"/> Compensatory Time	<input type="checkbox"/> Bereavement		7-12	.2	37-42	.7
<input type="checkbox"/> Personal Holiday ¹	<input type="checkbox"/> Job Related Injury/Illness	<input checked="" type="checkbox"/> Leave Without Pay*		13-18	.3	43-48	.8
<input type="checkbox"/> Civil/Jury	*(If checked, Supervisor must complete the Leave Without Pay block.)		19-24	.4	49-54	.9	
			25-30	.5	55-60	1.0 hour	
<input type="checkbox"/> Other (Specify)				Reason For Leave (If necessary) Political purposes			
If Agency is using the new HRMS, enter BOTH the code and the leave type (see below) in these fields. →				Leave Code 9033	Leave Type LWOP-Other		
<input type="checkbox"/> Leave Not Approved				*LEAVE WITHOUT PAY			
(Provide Explanation in Comments Section Below)				<input type="checkbox"/> Authorized/Absence <input type="checkbox"/> Unauthorized/Absence			
Comments:							
Date of Request 2/16/07	Employee's Signature <i>Luke Esser</i>			Date Approved 2/16/07	Supervisor's OR Other Approving Authority's Signature <i>Judith [Signature]</i>		

¹Compensation for leave cannot exceed the total amount of leave accumulated. Should leave be approved in excess of the total accumulated, it will not be compensated.

The Public Records Act, RCW 42.17.250, et. seq., requires disclosure of public records unless they are exempt. If requested, non-exempt public records in the possession of the Department of Personnel will be released. Exempt records will be withheld from public disclosure or exempt portions of records will be redacted from records prior to release.

DOP 12-005 (3/23/06) Leave Request

These are the new Leave Codes and Leave Types used in the new Human Resource Management System (HRMS). Enter them in the appropriate boxes above if your agency is using HRMS.

Code	Leave Type	Code	Leave Type	Code	Leave Type
9100	Bereavement	9023	Miscellaneous - Jury Duty	9062	Sick - On Time Loss
9013	Blood/Organ Donations	9047	Personal Holiday	9058	Sick - Parental
9069	Compensation Time	9074	Personal Holiday - FMLA	9061	Sick - Unforeseen Family
9038	LWOP - FMLA	9143	Personal Holiday - Parental	9066	Suspension Without Pay
9025	LWOP - On Time Loss	9110	Recognition Leave	9003	Vacation
9033	LWOP - Other	9000	Shared Leave - Illness/Injury	9004	Vacation - FMLA
9032	LWOP - Parental	9078	Shared Leave - Military	9006	Vacation - In Lieu of Sick
9034	LWOP - Unauthorized	9048	Sick	9008	Vacation - On Time Loss
9043	Military Leave	9050	Sick - Bereavement	9123	Vacation - Parental
9045	Miscellaneous - Civil Duty	9049	Sick - FMLA		

- Holidays: WAC 357-31-005 - 357-31-050
- Personal Holiday: WAC 357-31-055 - 357-31-095
- Employer Leave Policy: WAC 357-31-100
- Unauthorized Absence: WAC 357-31-105
- Sick Leave: WAC 357-31-115 - 357-31-160
- Vacation Leave: WAC 357-31-165 - 357-31-225
- Compensation Time: WAC 357-31-230
- Workers Compensation: WAC 357-31-235 - 357-31-245
- Bereavement Leave: WAC 357-31-250
- Incident Weather: WAC 357-31-255
- Suspended Operation: WAC 357-31-260 - 357-31-280

- Family Care Emergencies: WAC 357-31-285 - 357-31-305
- Jury Duty - Subpoena - Miscellaneous: WAC 357-31-310 - 335
- Leave Without Pay: WAC 357-31-330 - 357-31-355
- Military Leave: WAC 357-31-360 - 357-31-370
- Shared Leave: WAC 357-31-380 - 357-31-455
- Parental Leave: WAC 357-31-460 - 357-31-495
- Disability Due to Pregnancy: WAC 357-31-500 - 515
- FMLA: WAC 357-31-520 - 357-31-560
- Recognition Leave: WAC 357-31-565