

REQUEST FOR ADVANCE LEAVE

DEPARTMENT OF THE NAVY
NAVAL POSTGRADUATE SCHOOL
MONTEREY, CALIFORNIA 93943

FROM: _____ (Employee)

TO: _____ (Timekeeping Department)

VIA: _____ (Supervisory Chain and HRO)

Subj: REQUEST FOR ADVANCE LEAVE

Encl: (1) Standard Form 71, Application for Leave
(2) Copy of Most Recent Leave and Earning Statement
(3) Medical Certification (If request is for Medical reasons)

1. I am requesting _____ hours of ___Advance Sick Leave/___Advance Annual Leave for the pay period ending _____.

2. I am requesting Advance Leave for the following purpose:

If request is for medical reasons, a medical certification to support this purpose is provided as Enclosure (3).

3. I understand that Advance Leave constitutes an indebtedness to the Federal Government which must be repaid should my employment terminate. However, I do fully intend to continue my employment at the end of the Advance Leave period.

Signature of Employee

4. After considering this employee's past leave record and total employment history; this employee's value to the Government; and the probability of this employee's return to duty after the period of Advance Leave, I ___Approve/___Disapprove this request for Advance Leave.

Signature of Supervisor/Date

5. This request meets regulatory requirements for approval subject to the following conditions:

HRO Rep/Date