

## NRCC EMPLOYEE'S REQUEST FOR ABSENCE

Please deduct \_\_\_\_\_ hours from my leave balances for leave taken  
as listed below:

\_\_\_\_\_ to \_\_\_\_\_  
Month - Day - Year - Hour                      Month - Day - Year - Hour

Leave Type \_\_\_\_\_ (see other side for code descriptions)

Other (Explain) \_\_\_\_\_

\_\_\_\_\_  
Supervisor Sign & Date

\_\_\_\_\_  
Employee Sign & Date

\_\_\_\_\_  
Employee ID #

\_\_\_\_\_  
Printed Name of Employee

## NRCC EMPLOYEE'S REQUEST FOR ABSENCE

Please deduct \_\_\_\_\_ hours from my leave balances for leave taken  
as listed below:

\_\_\_\_\_ to \_\_\_\_\_  
Month - Day - Year - Hour                      Month - Day - Year - Hour

Leave Type \_\_\_\_\_ (see other side for code descriptions)

Other (Explain) \_\_\_\_\_

\_\_\_\_\_  
Supervisor Sign & Date

\_\_\_\_\_  
Employee Sign & Date

\_\_\_\_\_  
Employee ID #

\_\_\_\_\_  
Printed Name of Employee

## CODE DESCRIPTIONS FOR LEAVE TYPES

### **Paid Leave**

A	Annual Leave
S	Sick (Personal)
FS	Sick Family (Non-VSDP participants only)
P	Personal Leave (VSDP participants)
SA	School Assistance/Community Service
CT	Compensatory Leave
H	Holiday Leave
OL	Other Leave
W	Workmen's Compensation Leave
CL	Civil Leave/Jury Duty
M	Military Leave

### **Unpaid Leave**

L	Leave Without Pay
ML	Military Leave (Without Pay)

## CODE DESCRIPTIONS FOR LEAVE TYPES

### **Paid Leave**

A	Annual Leave
S	Sick (Personal)
FS	Sick Family (Non-VSDP participants only)
P	Personal Leave (VSDP participants)
SA	School Assistance/Community Service
CT	Compensatory Leave
H	Holiday Leave
OL	Other Leave
W	Workmen's Compensation Leave
CL	Civil Leave/Jury Duty
M	Military Leave

### **Unpaid Leave**

L	Leave Without Pay
ML	Military Leave (Without Pay)