

APPLICATION FOR PERSONAL LEAVE DAY

DATE RECEIVED _____

CLAIM NUMBER _____

| | | | | |
|---|-------|-----------------------------|--------------------|--------------|
| SECTION 1 (Please Print) | | CLAIMANT'S STATEMENT | | |
| 1. NAME | FIRST | MIDDLE | LAST | 4. LOCATION |
| 2. ADDRESS (HOME) | | | 5. EMPLOYEE NUMBER | |
| CITY OR TOWN | STATE | ZIP | 6. SERVICE DATE | TOUR OF DUTY |
| 3. POSITION | | | | |
| 7. DATE(S) REQUESTED FOR PERSONAL LEAVE | | | | |

8. I HEREBY CLAIM THE ABOVE DAY(S) AS A PERSONAL LEAVE DAY(S); AND THAT THE FOREGOING STATEMENTS, INCLUDING ANY ACCOMPANYING STATEMENTS, ARE TO THE BEST OF MY KNOWLEDGE TRUE AND COMPLETE.

CLAIM SIGNED ON _____ 20 _____ SIGNATURE _____

| | | | | | |
|--|---------------|--------------------------|-----------|------|------------|
| SECTION 2 (Please Print) | | DEPARTMENT REPORT | | | EMPLOYEE # |
| 1. EMPLOYEE'S NAME (As indicated on pay check) | FIRST INITIAL | MIDDLE INITIAL | LAST NAME | | |
| 2. DATE EMPLOYEE LAST WORKED | MONTH | DAY | YEAR | | |
| 3. LAST DAY EMPLOYEE RECEIVED REGULAR WAGES | MONTH | DAY | YEAR | | |
| 4. DATE & TIME EMPLOYEE RETURNED TO WORK | MONTH | DAY | YEAR | TIME | AM PM |

5. INDICATE THE FOLLOWING INFORMATION AND SUPPLY THE RELIEF DAYS FOR CLAIMANT

| DAY OF WEEK | DATE | S.T. HOURS | O.T. HOURS | DIF. HOURS |
|-------------|------|------------|------------|------------|
| WEDNESDAY | | | | |
| THURSDAY | | | | |
| FRIDAY | | | | |
| SATURDAY | | | | |
| SUNDAY | | | | |
| MONDAY | | | | |
| TUESDAY | | | | |

APPROVED DISAPPROVED
 IF DISAPPROVED, STATE REASON _____

PAYROLL INFORMATION:

6. DIV. _____ ICC _____
 DEPT. _____ GANG _____
 RATE OF PAY _____ PER HOUR
 RELIEF DAYS _____
 EMPLOYEE'S UNION AFFILIATION: _____

7. WAS THE EMPLOYEE'S JOB COVERED DURING THE PERIOD FOR WHICH CLAIM IS BEING MADE?
 YES NO

IF YES, INDICATE THE NUMBER OF DAYS AND WHETHER IT WAS COVERED AT THE STRAIGHT TIME RATE _____
 AND/OR OVERTIME RATE _____

SECTION 3

AUTHORIZED SIGNATURE: _____ TITLE: _____

DATE SIGNED: _____ PHONE EXTENSION: _____
 (Required)