

# ADVANCE LEAVE REQUEST FORM

IT IS ESSENTIAL THAT THIS FORM BE FULLY COMPLETED. (FORWARD FORM TO THE CIVILIAN INTELLIGENCE PERSONNEL OFFICE (CIPO). CIPO INSTRUCTION 12630.4 CONTAINS POLICIES CONCERNING NON-ROUTINE LEAVE REQUESTS. IT SHOULD BE REVIEWED PRIOR TO REQUESTING OR RECOMMENDING APPROVAL OR DISAPPROVAL OF NON-ROUTINE LEAVE REQUESTS. POINTS TO BE CONSIDERED ARE:

- a. Effect of employees absence on workload
- b. Employee's leave record
- c. Seriousness of illness (in case of advanced sick leave)
- d. Use of annual leave prior to advice sick leave
- e. Probability of return to duty

PART 1 TO BE COMPLETED BY REQUESTING EMPLOYEE			
EMPLOYEE'S NAME (last, first, middle initial):		OFFICE CODE:	OFFICE EXTENSION:
EMPLOYEE'S TITLE AND PAY BAND:		SOCIAL SECURITY NUMBER:	
<b>TYPE OF LEAVE REQUESTED:</b>  Number of hours Requesting: _____  <input type="checkbox"/> ADVANCED ANNUAL  <input type="checkbox"/> ADVANCED SICK LEAVE (Doctor's statement must be attached stating nature of illness or incapacitation and dates employee cannot work).		<b>PERIOD COVERED BY LEAVE REQUESTED</b>  <b>FROM: _____ THROUGH: _____</b> <b>REASON FOR REQUESTING NON-ROUTINE LEAVE:</b>	
EMPLOYEE'S SIGNATURE		DATE OF REQUEST	
PART II SUPERVISORY RECOMMENDATION ON APPROVAL OF REQUESTED LEAVE			
SIGNATURE OF FIRST LEVEL (IMMEDIATE) SUPERVISOR AND PRINT NAME:		APPROVED	DISAPPROVED
SIGNATURE OF SECOND LEVEL SUPERVISOR AND PRINT NAME:			DATE
PART III TO BE COMPLETED BY THE AUTHORIZING OFFICIAL (CIPO)			
Employee's Leave Balances as of Pay Period Ending _____			
SICK LEAVE	ANNUAL LEAVE	AWOL/LWOP	
HOURS	HOURS	HOURS	
<input type="checkbox"/> APPROVED  <input type="checkbox"/> DISAPPROVED	COMMENTS:		
SIGNATURE OF AUTHORIZING OFFICIAL:		DATE:	
<i>(CIPO INFO ONLY)</i>			
Date Received: _____		Date to Payroll/Customer Service Representative: _____	

**REFERENCES:**

Civilian Intelligence Personnel Office Leave Administration, CIPOINST 12630.4

**ADVANCING ANNUAL LEAVE:**

- An employee has no entitlement to advance annual leave.
- Annual leave must not be advanced when it is likely the employee will retire, be separated, or resign before earning the leave to repay the advance.
- An employee may be granted advance annual leave up to the amount to be earned by the end of the current leave year or appointment, whichever is sooner.
- An employee who is separated while indebted for advance annual leave must refund the amount due or have the amount used deducted from any monies due to the employee.

**ADVANCING SICK LEAVE:**

- Advance sick leave is a privilege that may be extended to employees regardless of whether the employee has annual leave. An employee, however, has no entitlement to advance sick leave.
- Advance sick leave is not a routine or standard procedure, but generally considered for serious disability, illness, incapacitation, or confinement for and after childbirth.
- Full-time permanent employees may be advanced up to 240 hours of sick leave due to a personal medical condition. For an employee holding a limited appointment, sick leave must not be advanced in excess of the sick leave to be earned during the remaining period of the appointment.
- Application for advance sick leave must be in writing and supported by medical documentation.
- Advance sick leave is not granted if it is considered likely that the employee will not return to duty for a sufficient period of time to repay the advanced leave; e.g., anticipated retirement or separation.
- Advance sick leave is liquidated automatically as sick leave is accrued each pay period, but repayment is not required when separation is because of death, approved disability retirement, or optional retirement if accompanied by medical documentation supporting inability to work.
- An employee who is separated, for reasons other than the above, while indebted for advance sick leave must refund the amount due or have the amount owed deducted from any monies due to the employee. For example, the indebtedness may be charged against available annual leave, repaid from earned salary, or repaid from retirement contributions.

**REQUIRED DOCUMENTATION:**

- A copy of most recent Leave and Earnings Statement is required for annual or sick leave.
- Advance sick leave requests **must be** supported by medical documentation (that states nature of illness or incapacitation and dates employee cannot work).

**ADVANCE LEAVE TIME CARD CODES:**

**Advance Annual Leave: LB**

**Advance Sick Leave: LG**

**FORM DISPOSITION:**

- Supervisors shall maintain the original copy of this request form for a period of 2 years.