

# Advanced Annual Leave Request

**Scheduling Annual Leave**

Supervisors are charged with the responsibility to consider the mission requirements first, then the employees' desires when approving and/or disapproving leave. An employee must request annual leave within such time limits as the agency may require.

**Advance Annual Leave**

The amount of annual leave that may be advanced is limited to the amount of annual leave an employee would accrue in the remainder of the leave year. Employees do not have an entitlement to advance annual leave. In most cases, when an employee who is indebted for advance annual leave separates from Federal service, he or she is required to refund the amount of advance leave for which he or she is indebted. When an employee is pending separation (such as employees on temporary appointments or those whose retirement is planned), advanced leave may not exceed the amount that can be repaid by accrual before the separation.

**To Be Complete by Individual Requesting Advanced Leave**

1. Name (Last, First, Middle)	2. Social Security Number	3. Intended dates to be taken off:
		4. Total hours requesting:

5. Reason for requesting advanced leave:

6. Reason for needing to request advanced leave. *(Please use the area below to explain why you do not have enough leave on the books)*

I am aware that any advanced leave granted to me must be paid back. By signing this form, I hereby state my intent to return to work to repay the debt. If I do not return to work I understand that my debt will be collected by DFAS.

7a. Employee Signature		7b. Date	
8a. Supervisor Signature	8b. Recommend Approve <input type="checkbox"/>	8c. Recommend Disapprove <input type="checkbox"/>	8d. Date
9a. HRO Signature	9b. Approved <input type="checkbox"/>	9c. Disapproved <input type="checkbox"/>	9d. Date

10. Reason for Disapproval: