TDCJ LEAVE REQUEST

NAME (Print Last, First, Middle Initial)	SOCIAL SECURITY NUMBER	TDCJ UNIT/DEPARTMENT
POSITION TITLE	SALARY GROUP AND RATE	MONTHS OF STATE SERVICE

SECTION I: ACCRUED PAID LEAVE ENTITLEMENTS - ALL CATEGORIES

CHECK TYPE OF LEAVE REQUESTED	CURRENT LEAVE BALANCES	FROM: (DATE & TIME)	TO: (DATE & TIME)	HOURS/MINUTES
☐ SICK LEAVE ☐ SELF ☐ IMMEDIATE FAMILY				
☐ DONATED SICK LEAVE				
☐ OVERTIME				
☐ COMPENSATORY LEAVE				
☐ HOLIDAY				
☐ VACATION				

SUPERVISOR ☐ APPROVED ☐ DISAPPROVED SIGNATURE: DATE:

ALTERNATE DATE FOR COMPENSATORY/HOLIDAY LEAVE:

SECTION II: LEAVE WITH PAY (NON-ACCRUED) - ALL CATEGORIES

CHECK TYPE OF LEAVE REQUESTED	FROM: (DATE & TIME)	TO: (DATE & TIME)
☐ EXTENDED SICK LEAVE		
☐ MILITARY LEAVE ☐ ANNUAL RESERVE TRAINING ☐ STATE EMERGENCY DUTY ☐ FEDERAL DECLARED EMERGENCY ACTIVE DUTY		
ADMINISTRATIVE LEAVE ☐ DEATH IN IMMEDIATE FAMILY ☐ JURY DUTY ☐ RESERVE LAW ENFORCEMENT TRAINING ☐ STATE EMERGENCY MEDICAL SERVICE VOLUNTEER TRAINING ☐ STATE VOLUNTEER FIREFIGHTING TRAINING ☐ SERVICE DOG TRAINING ☐ OTHER (DESCRIBE)		

WARDEN OR DEPT. HEAD ☐ APPROVED ☐ DISAPPROVED SIGNATURE: DATE:

EXTENDED SICK LEAVE ONLY HUMAN RESOURCES DIRECTOR ☐ APPROVED ☐ DISAPPROVED SIGNATURE: DATE:

ADMINISTRATIVE LEAVE FOR PURPOSES REQUIRING EXECUTIVE DIRECTOR APPROVAL

EXECUTIVE DIRECTOR ☐ APPROVED ☐ DISAPPROVED SIGNATURE: DATE:

SECTION III: LEAVE WITHOUT PAY (LWOP) - ALL CATEGORIES

CHECK TYPE OF LEAVE REQUESTED	FROM: (DATE & TIME)	TO: (DATE & TIME)
☐ LWOP/MILITARY		
☐ LWOP/MEDICAL		
☐ LWOP/PARENTAL		
☐ LWOP/OTHER (DESCRIBE)		

WARDEN OR DEPT. HEAD ☐ APPROVED ☐ DISAPPROVED SIGNATURE: DATE:

SECTION IV: EMPLOYEE COMMENTS AND SIGNATURE

EMPLOYEE COMMENTS:

EMPLOYEE SIGNATURE: DATE:

Note to Employee: With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.