

DIVISION OF PARKS AND RECREATION

April 15, 1991

STAFF DIRECTIVE 91-5

TO: All Employees

FROM: Philip K. McKnelly, Director

SUBJECT: EHNR Application for Leave Form

This directive replaces Staff Directive 89-6.

Effective immediately, division staff should use one of two forms when applying for leave. When the supervisor and employee are not in the same location, the attached form (DEHNR 3767) must be used. When the supervisor and employee are in the same location, the new form may be used or the supervisor may elect to initial the "Advance Approval" line on the new time sheet (DEHNR 3766) to authorize leave. In either case all leave requests must be approved in advance by the employee's supervisor.

When using form DEHNR 3767, only the supervisor and the employee keep copies of the completed form. Copies should not be attached to the employee's time sheet.

If you have any questions concerning the use of the new forms, please contact Judy Warren or P.J Randleman in the division Personnel Office.