

DIVISION OF PARKS AND RECREATION

July 29, 1997

STAFF DIRECTIVE 97-11

TO: Division Staff

FROM: Philip K. McKnelly

SUBJECT: EHNR Application for Leave Form

This Directive replaces Staff Directive 91-5.

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, form DEHNR 3767 (see attached) must be used. When the supervisor and employee are in the same location, the supervisor may elect to use either form DEHNR 3767 or the employee's timesheet. In either case, all leave requests must be approved in advance by the employee's supervisor.

When using the timesheet, the supervisor must initial in the space between the Daily Total and the Overly Weekly Work Base lines on the employee's timesheet. 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 timesheet.

If you have any questions concerning the use of the new forms, please contact the Division Personnel Officer.

PKM/JBW

Attachment

APPLICATION FOR LEAVE

Section

TOTAL

Part 1 - Supervisor; Part 2 - Employee