



Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

LEAVE EXTENSION REQUEST VACATION / PTO / HOLIDAY

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name
Company	Union Code	Department

EXTEND LEAVE TIME

Extend the following leave time for 13 pay periods:

Leave Type	Pay Period Maxed	Hours to be Restored
Vacation Holiday* PTO		

*Safety Management and Supervisory unit only

I certify that the above request is due to a work urgency

Appointing Authority or Designee Signature	Date
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Payroll Specialist Name (Print & Sign)	Telephone
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TO BE COMPLETED BY EMACS-HR ONLY

Extension Effective Dates	
From:	To:

Pay Period	Hours Worked	x Accrual Rate =	- Hours Accrued	= Hours to be Restored
Total Hours To Be Restored =		AVC or APT	AHL	

<i>DISTRIBUTION: Original - EMACS-HR (0030)</i>	Additional Pay Keyed By (Employee ID)	Date	Extension Keyed By (Employee ID)	Date
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