

1. EMPLOYEE INFORMATION:

Name: \_\_\_\_\_

Department Name: \_\_\_\_\_

Code: \_\_\_\_\_

3. BASIS FOR REQUEST:

\_\_\_\_\_ I request restoration on my annual leave due to the "National Emergency by Reason of Terrorist Attacks" IAW 5CFR 630.311.

\_\_\_\_\_ I request restoration on my annual leave due to reasons other than that identified above.

4. LEAVE DATA:

Date employee submitted request for annual leave: \_\_\_\_\_

Date leave disapproved: \_\_\_\_\_

Date(s) during which annual leave was scheduled for actual use: \_\_\_\_\_

<u>DATE</u>	<u>AMOUNT OF LEAVE SCHEDULED</u>
_____	_____
_____	_____
_____	_____

5. Describe specific justification for necessitating approval of above request:

6. TYPE APPROVAL REQUESTED:

Due to the exigency described above, the following approval is requested:  
(check all that apply)

\_\_\_\_\_ Denial of scheduled annual leave and restoration of denied annual leave under the provisions of Public Law 93-181.

\_\_\_\_\_ Increase of 80-hour maximum of compensatory time allowed.

\_\_\_\_\_ Increase of compensatory time carryover from one leave year to the next. The increased maximum will be cancelled at the end of the ----- leave year at which time overtime payment will be made for any amount over 80 hours.

\_\_\_\_\_  
SIGNATURE OF EMPLOYEE/DATE

\_\_\_\_\_  
SIGNATURE OF SUPERVISOR/DATE

\_\_\_\_\_  
SIGNATURE OF 2<sup>ND</sup> LEVEL SUPERVISOR/DATE

\_\_\_\_\_  
SIGNATURE OF APPROVING OFFICIAL/DATE  
APPROVAL  / DISAPPROVAL

Defense Civilian Payroll System (DCPS)  
Type Hour Codes

Worked	Description	Leave	Description
CC	Compensatory Time Callback	CA	Religious Time Taken
CD	Credit Hours Earned	CN	Credit Hour Taken
CE	Compensatory Time Earned	CT	Compensatory Time Taken
CR	Religious Time Earned	KA	Leave Without Pay
HC	Holiday Callback	KB	Suspension Leave
HF	Holiday Work 1st Shift	KC	Absent Without Leave (AWOL)
HG	Holiday Work (graded)	KD	Office Worker Comp Program
HS	Holiday Work 2nd Shift	KE	Furlough Leave - Non-paid
HT	Holiday Work 3rd Shift	KF	Non Duty Within Reg Schedule
OA	Additional FLSA Hours	KG	Military Furlough - Non paid
OC	Overtime-Callback	LA	Annual Leave
ON	Overtime (Scheduled-Not Worked)	LB	Advanced Annual Leave
OS	Overtime (Scheduled)	LC	Court Leave
OU	Overtime (Unscheduled)	LF	Forced Annual Leave
OX	Overtime (Unscheduled Exception)	LG	Advanced Sick Leave
RD	Recess Day	LH	Holiday Leave
RF	Regular 1st Shift	LI	Military (DC Guard) Leave
RG	Regular (graded)	LJ	Shore Leave
RN	Regular FF Paid Not Worked	LL	Law Enforcement Leave
RS	Regular 2nd Shift	LM	Military Leave
RT	Regular 3rd Shift	LN	Administrative Leave
RW	Regular FF Agency Training	LP	Annual Restored #3 Leave
RX	Regular Created for Emer. Time	LR	Annual Restored #2 Leave
SF	Sunday Work 1st Shift	LS	Sick Leave
SG	Sunday Work (graded)	LT	Traumatic Injury (COP) Leave
SS	Sunday Work 2nd Shift	LU	Day of Injury Leave
ST	Sunday Work 3rd Shift	LV	Excused Absence Leave
		LW	Educator In-School Breaks Leave
		LX	Non-work (Day of Death) Leave
		LY	Time Off Leave (Award Leave)