LEAVE PLAN MEMORANDUM

EMPLOYEE NAME (Last, First MI):	CODE	E. PLANNED LEAVE: FOR LEAVE YEAR _____		
A. PROJECTED LEAVE TO BE EARNED THIS YEAR: _____ HRS		DATE FROM	DATE TO	HOURS
B. ANNUAL LEAVE CARRIED OVER FROM PREVIOUS YEAR: _____ HRS				
C. USE OR LOSE LEAVE BALANCE: _____ HRS				
D. INTENTION: I ☐ DO ☐ DO NOT DESIRE TO SCHEDULE PLANNED LEAVE THIS YEAR				
EMPLOYEE ACKNOWLEDGEMENT AND DECLARATION: *I understand that the provision of accruing, scheduling, using, and granting of annual leave is per NAVAIRINST 12630.4A.* *I declare that 80 percent of my planned leave is included under block E above and the established reduced operation (shutdown) days have been considered in the computation.*				
DATE	SIGNATURE	TOTAL PLANNED HOURS:		

FRCSW 12630/8 (Rev. 04/2015) PREVIOUS EDITION IS OBSOLETE