

TIME FRAMES FOR ENTERING OR EDITING LEAVE REQUEST

Type of Leave request	Retroactive request	Unit	Future request*
Attendance (Compressed)	2	Weeks	Not allowed
Compensatory Time Off (CTO) Accrual	3	Months	Not allowed
Official Business - w/Travel	4	Months	4
Official Business - No Travel	4	Months	4
Telecommuting	3	Months	1
Telecommuting Covid-19	12	Months	1
Stand-by/On call	3	Months	Not allowed
Annual Leave	3	Months	12
Jury Duty	1	Months	1
Floating Holiday	3	Months	12
Special Leave w/Full Pay	3	Months	3
Special Leave without Pay	3	Months	3
Rest & Recuperation (R&R)	6	Weeks	6
Compressed Regular Day Off	1	Months	1
Annual Leave-Home Leave	3	Months	12
Annual Leave-Family Visit	3	Months	12
Annual Leave-Reverse EGT	3	Months	12
Certified Sick Leave	3	Years	3
Uncertified Sick leave	1	Months	1
Compensatory Time Off (CTO) Use	3	Months	3
Paternity Leave	3	Months	3
Travel Time for R&R	6	Weeks	6
Overtime (1.5)	3	Months	Not allowed
Overtime (2.0)	3	Months	Not allowed
Attendance (WAE)	3	Months	Not allowed
Daily Conference Language - Additional Days	3	Months	Not allowed
Family Emergency Leave	1	Months	1

* Future dated requests in the next calendar year will be re-evaluated when the holiday calendar for that year is configured, taking into account any holidays and adjusting leave days accordingly.