TDCJ LEAVE REQUEST

Name (Print Last, First, Middle Initial)	Payee ID Number	TDCJ Unit/Department
Position Title	Salary Group and Rate	Months of State Service

Section I: Accrued Paid Leave Entitlements - All Categories

Check Type of Leave Requested	Current Leave Balances	From: (Date & Time)	To: (Date & Time)	Hours/Minutes
☐ Sick Leave ☐ Self ☐ Immediate Family				
☐ Donated Sick Leave				
☐ Overtime				
☐ Compensatory Leave				
☐ Holiday				
☐ Vacation				

Supervisor ☐ Approved ☐ Disapproved Signature: Date:

Alternate Date For Compensatory/Holiday Leave:

Section II: Leave With Pay (Non-Accrued) - All Categories

Check Type of Leave Requested	From: (Date & Time)	To: (Date & Time)
☐ Extended Sick Leave		
☐ Military Leave ☐ Annual Reserve Training ☐ State Emergency Duty ☐ Federal Declared Emergency Active Duty		
Administrative Leave ☐ Death in Immediate Family ☐ Adverse Weather (DM Required) ☐ Reserve Law Enforcement Training ☐ Jury Duty ☐ State EMS/Firefighting Volunteer Training ☐ Service Dog Training ☐ Veterans Health Administration Leave ☐ Other (Describe below)		

Warden or Dept. Head ☐ Approved ☐ Disapproved Signature: Date:

Extended Sick Leave Only / Human Resources Director ☐ Approved ☐ Disapproved Signature: Date:

Administrative Leave Requiring Executive Director Approval

Executive Director ☐ Approved ☐ Disapproved Signature: Date:

Section III: Leave Without Pay (LWOP) - All Categories

Check Type of Leave Requested	From: (Date & Time)	To: (Date & Time)
☐ LWOP/Military		
☐ LWOP/Medical (FML, Sick Leave, Workers' Comp)		
☐ LWOP/Parental		
☐ LWOP/Other ☐ LWOP/General		

Warden or Dept. Head ☐ Approved ☐ Disapproved Signature: Date:

Section IV: Employee Comments And Signature

Employee Comments:

Employee Signature: Date:

Note to Employee: With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.