

ATTACHMENT 2

Withdrawal of Annual Leave Outside of PeopleSoft

To disapprove a leave request outside of PeopleSoft, complete a revised D.C. Standard Form (DCSF) 71, **Application for Leave (or equivalent form)**, as appropriate. A manager or supervisor with leave approval authority must complete the DCSF 71 by entering the employee's name, the employee's office or unit, the date of the leave, the reason for the request (e.g., personal, vacation, etc.), and the number of hours exactly as entered on the employee's initially submitted DCSF 71. In the "Official Action on Application" section, the manager or supervisor must disapprove the leave (and provide the reason for the disapproval), sign, and date the form (see screenshot below).

Add employee's name, office, leave, type, date and hours of leave.

D.C. Standard Form 71
 Office of the Director of the Government
 Date: 1-9-190, 7:30, 12 30-1914

APPLICATION FOR LEAVE X X X

INSTRUCTIONS: Please complete items 1-8

1. Name (Please do type—Last, First, MAJ)		2. Employee Serial Security Number									
3. Organizational Unit:		4. FROM	Month	Day	Hour	A.M.	4. TO	Month	Day	Hour	P.M.
5. I hereby request. (If more than one box is checked, attach to item 9. Attach to 5.1-5.5.)		4-6		Month	Day	Hour	6. Remarks				
<input type="checkbox"/> Annual Leave. (Annual leave requested may not exceed the amount available for use during the leave year.) <input type="checkbox"/> Sick Leave. (Complete amount available.) <input type="checkbox"/> Leave Without Pay. <input type="checkbox"/> Compensatory Time. <input type="checkbox"/> Other. (Specify)		7. Employee's Signature				8. Date		(Month, Day, Year)			
OFFICIAL ACTION ON APPLICATION											
<input type="checkbox"/> Approved		<input type="checkbox"/> Disapproved. (If approved, supervisor should date, initial and sign name.)				Signature (Date of leave requested may not exceed the amount available for use during the leave year)				Date (Month, Day, Year)	

Disapprove request and indicate the reason leave is being disapproved.

Manager's or Supervisor's Signature and Date