

## 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  
 Form 71 of the U.S. Government  
 GSA GEN. REG. NO. 27  
 (Rev. 1-6-60)

**APPLICATION FOR LEAVE**

\*\*\*

**INSTRUCTIONS:** Please complete Items 1-8.

1. Name: (Print or type—Last, First, MI.)		2. Employer Social Security Number					
3. Organizational Unit:		4. FROM	Month	Day	Hour	A.M. P.M.	4-C Total Number of Hours
5. I hereby request (if more than one box is checked, check in Item 6. Retained):		4-G	Month	Day	Hour	A.M. P.M.	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 reverse side of form.) <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)			
<b>OFFICIAL ACTION ON APPLICATION</b>							
<input type="checkbox"/> Approved		<input type="checkbox"/> Disapproved (If you would disapprove, check this box, indicate reason for disapproval.)		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