

**DC DEPARTMENT OF HUMAN RESOURCES**

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  
 Dec 31 of 20 1976's Supplement  
 DC: No. 9 490, 52, 10 80 - 0194 4

**APPLICATION FOR LEAVE**

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**INSTRUCTIONS:** Please complete items 1-8

1. Name (Please do type—Last, First, MI.)			2. Employee Social Security Number		
3. Organizational Unit:			4. FROM	5. TO	6. Total Number of Hours
			Month	Day	Hour
			Month	Day	Hour
			AM	PM	AM
			AM	PM	PM
5. I hereby request (if more than one block is checked, attach in item 8, Remarks):			6. Remarks:		
<input type="checkbox"/> Annual Leave (Specify leave requested and date in item 4, Remarks)					
<input type="checkbox"/> Sick Leave (Complete reverse side of form)			7. Employee's Signature		
<input type="checkbox"/> Leave Without Pay			8. Date (Month, Day, Year)		
<input type="checkbox"/> Compensatory Time					
<input type="checkbox"/> Other (Specify)					

**OFFICIAL ACTION ON APPLICATION**

<input type="checkbox"/> Approved	<input checked="" type="checkbox"/> Disapproved (Specify reason for disapproval in item 8, Remarks)	Signature (Must be signed and dated for approval to be valid. Do not use stamp for approval)	Date (Month, Day, Year)
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Disapprove request and indicate the reason leave is being disapproved.

Manager’s or Supervisor’s Signature and Date