

**KETCHIKAN GATEWAY BOROUGH  
REQUEST FOR TIME OFF OR ADVANCE PAY**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Regular  Probationary

Department: \_\_\_\_\_

**TIME OFF REQUEST**

**ADVANCE PAY REQUEST**

**Note:** Employee must have the total time requested available at the time of submission of this request.

**Total days AND hours requested**

Days: \_\_\_\_\_ and Hours: \_\_\_\_\_

Beginning on \_\_\_\_\_ at \_\_\_\_\_ am/pm  
Ending on \_\_\_\_\_ at \_\_\_\_\_ am/pm

PTO  FLOAT  OTHER  \_\_\_\_\_

LWOP  A written explanation for LWOP is required. Use an additional sheet if necessary.

MILITARY LEAVE  A copy of military orders must be attached to this leave request.

FMLA  FMLA leave must run concurrently with any available PTO. An FMLA application for a qualified use must have prior approval by the Department Head and the Manager.

Amount of \$ \_\_\_\_\_ to be deducted from next paycheck. (Not to exceed net earned).

Regular semi-monthly net salary/wage.

Pay due per attached time sheet.

I would like to pick up my check in Admin. Services on \_\_\_\_\_ date & time

- Advance pay requests may be processed for the following reasons only:**
1. In conjunction with vacation;
  2. In a documented emergency situation; or
  3. For educational purposes (if training pertains to job).

**After-the-fact requests for time off are required for all unplanned absences (including PTO used for illness or emergency) and must include a reason for the absence in the remarks/reason section below.**

**REMARKS/REASON**


**DISCLAIMER**

Department Heads and Supervisors are signing future leave requests with verification that the employee has sufficient leave at this time to cover this request. PTO is NOT authorized, and LWOP will not be approved, if the employee's subsequent leave usage reduces PTO balance below that needed for this request.

Employee Signature: \_\_\_\_\_ Supervisor Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Manager: \_\_\_\_\_

HR Department: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

(Note: Manager signature necessary only for Advance Pay, LWOP, Military Leave or Manager-supervised employees)