

12600

\_\_\_\_\_  
(date)

From:  
To: Comptroller Department, PSAFE Code 40  
Via: Supervisor  
Department Head/OIC  
Executive Officer  
Commanding Officer

Subj: REQUEST FOR REACCREDITING FORFEITED ANNUAL LEAVE

Ref: (a) FPM ltr 630-22 of 11 Jan 74

Encl: (1) SF 71 Application for Leave

1. Per reference (a), I request my annual leave in excess of 30/45 days be reaccredited and carried forward due to: (check one)

\_\_\_\_\_ Operational demands were such that it precluded the use of my scheduled annual leave before the end of the 20\_\_ leave year. The amount of annual leave to be credited is \_\_\_ hours.

\_\_\_\_\_ Sickness has prevented me from taking my scheduled annual leave before the end of the 20\_\_ leave year. The amount of annual leave to be credited is \_\_\_ hours.

2. As required by reference (a), my annual leave was scheduled, in writing, prior to \_\_\_\_\_ (see enclosure (1)).

\_\_\_\_\_  
(Signature of employee)

FIRST ENDORSEMENT

\_\_\_\_\_  
(date)

From:  
To: Comptroller Department, PSAFE Code 40

1. Forwarded, recommending approval/disapproval.

\_\_\_\_\_  
(Supervisor/Department Head/OIC/Executive Officer)

SECOND ENDORSEMENT

From: Commanding Officer  
To: Comptroller Department, PSAFE Code 40

1. It is my decision that \_\_\_\_\_ hours excess annual leave should/should not be accredited and carried forward.

\_\_\_\_\_  
(CO's signature)