



# State of Wyoming Military Department

5410 Bishop Boulevard  
Cheyenne, Wyoming 82009-3320

MEMORANDUM FOR Col P. Nicole Chavez, HRO, 5410 Bishop Blvd., Cheyenne,

WY 82009 SUBJECT: Administrative Leave/Excused Absence Request

1. I, \_\_\_\_\_ am requesting excused absence for the following reason:

Court Leave or Witness Status

Employee Interviews

Academic Courses

Blood and Plasma Donation Bone

Marrow or Organ Donation

Conference or Convention

Paid Parental Leave

Community Service Leave

Emergencies, Disaster or Inclement

Weather

Employee Assistance Program (EAP)

Funeral Honor Detail

Physical Examination

Other: \_\_\_\_\_

2. Dates requested and justification for use of administrative leave.

Employee Signataure

Supervisor Signature

P. NICOLE CHAVEZ, Colonel, WYMD  
HR Officer

Human Resources Specialist