



State of Wyoming Military Department
5410 Bishop Boulevard
Cheyenne, Wyoming 82009-3320

TODAY'S DATE

MEMORANDUM FOR Colonel, P. Nicole Chavez, HR Officer, WYMD

SUBJECT: Annual Leave Restoration Request

1. I, EMPLOYEE NAME am requesting Restoration of HOURS of Annual Leave for the leave year ending PAY PERIOD END DATE.
2. I was unable to use my annual leave due to the following:
 - Administrative Error
 - Mission requirements of the Wyoming Military Department interfered with scheduled annual leave
 - Sickness interfered with scheduled annual leave
 - Other: _____
3. DETAILED JUSTIFICATION FOR REQUEST. If approved, I understand that the amount of annual leave requested above will be restored and the carryover limit on annual leave is 240 hours per leave year.

EMPLOYEE'S SIGNATURE
RANK/TITLE

IMMEDIATE SUPERVISOR SIGNATURE
RANK/TITLE

P. NICOLE CHAVEZ, Colonel, WYMD
HR Officer

Human Resources Specialist