



*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: Leave without Pay (LWOP) Request in Excess of 80 hours

1. I, EMPLOYEE RANK AND NAME am requesting LWOP for the following DATES. I am requesting LWOP for:

Personal/Family

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

2. DETAILED JUSTIFICATION FOR REQUEST. If approved, I understand that Leave without Pay is not an entitlement and may be granted/denied from the supervisory chain of command through the Adjutant General.

EMPLOYEE'S SIGNATURE  
RANK/TITLE

IMMEDIATE SUPERVISOR  
RANK/TITLE

DIRECTORATE/GROUP COMMANDER  
RANK

P. NICOLE CHAVEZ, Colonel, WYMD  
HR Officer

Human Resources Specialist