



LEAVE REQUEST FORM

Leave requests (PTO or LOA or Reservist Leave) must be scheduled, submitted, concurred by your supervisor and approved in advance. When requesting 2 weeks' vacation, a 2 weeks (minimum) advance notice is requested.

Please note: If you submit your hours worked via the NOVAtime on-line time keeping system you must also enter your requested leave into the NOVAtime system. Questions may be directed to the GTS HR Manager. **Do not make any plans (purchase flight tickets, etc.) until you get a signed approval from GTS representative.**

EMPLOYEE INFORMATION

Name: _____ Email: _____

Today's Date: _____ Project & Site Location: _____

Requesting _____ DAYS off **** AND / OR **** _____ HRS off

Starting (mm/dd/yy) _____ Ending (mm/dd/yy) _____

Returning to work on (mm/dd/yy) _____

TYPE OF REQUEST (Please check one)

- Vacation / Paid Time Off (PTO) **** WILL YOU BE LEAVING THE COUNTRY? _____****
- Jury Duty (unpaid leave) **** (GTS is a secured facility, therefore briefing and debriefing is required)****
- Extended Leave (please explain)**
- Bereavement Leave (unpaid leave)**
- Sick Leave (paid leave – ONLY applies to SCA programs where Executive Order 13706 applies)**
If you are not sure if your program is provided paid sick leave please contact HR before submitting this.
- Other (please explain) (Unpaid Time Off)**

Comments:

I understand that time away from work is subject to supervisor concurrence. I further understand that if I do not have leave time accrued, I will not be paid for the absence and excessive unpaid absence may be grounds for disciplinary action (s) as addressed in the Company Employee Handbook Section 3.2.

Employee Signature: _____ Date: _____

Supervisor (Printed) Name and Signature: _____ Concur / Non-Concur

Program Managers Signature: _____ Concur / Non-Concur

(Printed Name and Signature)

Send completed FORM via email to HR@geminitechservices.com or fax to 682-350-2888

(PTO / SICK LEAVE Availability) GTS ADMIN: _____ Concur/Non-Concur