

GOVERNMENT OF GUAM
LEAVE APPLICATION FORM

NAME (First, Middle, Last)	SOCIAL SECURITY NO.:	DATE OF REQUEST:
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TYPE OF LEAVE REQUESTED					
<input type="checkbox"/> ANNUAL	<input type="checkbox"/> SICK	<input type="checkbox"/> LEAVE W/O PAY	<input type="checkbox"/> COMP-TIME OFF	<input type="checkbox"/> TRAINING (LOCAL / OFF-ISLAND)	<input type="checkbox"/> OTHER

LEAVE PERIOD		
FROM (Hour, Month, Day, Year)	TO: (Hour, Month, Day, Year)	TOTAL HOURS REQUESTED:

ADDRESS WHILE ON LEAVE:

APPLICATION FOR PREPAYMENT OF VACATION LEAVE

Minimum requirement is not less than ten (10) consecutive days. It is understood that if I return to duty before the expiration of my prepaid vacation. I shall reimburse the government in the amount equivalent to the unexpired portion of the prepaid leave.

FROM (Hour, Month, Day, Year)	TO: (Hour, Month, Day, Year)	TOTAL HOURS PREPAID:
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SICK LEAVE CERTIFICATION

I certify that the above person was under my professional care or quarantine during the period stated below. From a medical standpoint, his/her condition during this period was such that I considered it inadvisable for him/her to report to work.

FROM: (Month, Day, Year)	TO: (Month, Day, Year)	TOTAL NO. OF DAYS:
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REMARKS:

NAME OF LICENSED PHYSICIAN/HEALTH PROFESSIONAL (TYPE OR PRINT)	SIGNATURE OF LICENSED PHYSICIAN/HEALTH PROFESSIONAL
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SIGNATURE OF EMPLOYEE:

<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: center; margin-top: 5px;">SIGNATURE OF IMMEDIATE SUPERVISOR</p>	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <hr style="width: 80%; margin-left: 0;"/> <p style="text-align: center; margin-top: 5px;">SIGNATURE OF AUTHORIZED OFFICIAL OR APPOINTING AUTHORITY</p>
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