Weekly Administrative Leave Report

(Agencies are required to submit a weekly update once an employee has been in an administrative leave status for over 80 consecutive hours)

									Extensions Beyond 240 Hours			
Submit Date	**Agency Code**	**Employee Name**	**EIN**	**Employment Status**	**Adm. Leave Start Date**	**Hours on Adm. Leave**	**Anticipated End Date**	**Reason for Leave (Description)**	**# of Hours Requested**	**Additional Hours Approved**	**Status**	**Actual Adm. Leave End Date**