



**LEAVE REQUEST** (rev 04/2021)

This form should be completed and returned to your supervisor, manager, or Human Resources. It should be returned in accordance with the time frames presented in the Employee Handbook. **Note: if you request more PTO/Vacation hours than you have accrued during the current Benefit Year, the request will be reviewed for consideration based on determined criteria. If approved, you are held accountable for borrowed hours which is considered a loan if employment ends for any reason.** Refer to your Employee Handbook for complete information. Contact Payroll for additional details.

---

**EMPLOYEE SECTION**

Please indicate the type of leave requested:

- FMLA – additional documentation required
- Federal Sick Leave (EO13706) – additional documentation required
- Military -additional documentation required
- PTO (non-exempt employees and exempt employees)
- Vacation (exempt employees)
- Bereavement- additional documentation required
- Jury Duty-additional documentation required
- School Involvement-additional documentation required
- Non-Paid

Date submitted: \_\_\_\_\_

Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Position/Work Assignment: \_\_\_\_\_

Requested Dates: \_\_\_\_\_ Requested No. Hours: \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_

---

**SUPERVISOR/MANAGER SECTION** -S/M has authority to approve time away from work for PTO/Vacation/Non-Paid

Leave: This is not authorization for payment for PTO/Vacation Hours. All other requested leave must be reviewed by Human Resources.

Date provided to S/M: \_\_\_\_\_

Date provided to HR: \_\_\_\_\_

Signature: \_\_\_\_\_

Approved  Disapproved

Notes: \_\_\_\_\_

---

**PAYROLL SECTION**

Date provided to Payroll: \_\_\_\_\_

Hours Requested: \_\_\_\_\_

Hours Approved: \_\_\_\_\_

Signature: \_\_\_\_\_

Notes: \_\_\_\_\_

# Memo

**From: Human Resources**

**Re: Executive Order 13706 – Sick Leave**

---

Executive Order 13706 (EO 13706) pertains to special Sick Leave benefits available to employees working on qualified federal construction projects. For TA Woods employees, EO 13706 applies to construction contracts at the Camp Lejeune and Cherry Point military bases and for the ILM Terminal Improvements Contract 3 project9588.

Enclosed are copies of the EO 13706 SICK LEAVE REQUEST form to be used when requesting time off under this program. Retain these request forms for your future use.

Please familiarize yourself with the EO 13706 program details as outlined on the back side of the sick leave request form.

Employees accrue 1 hour of EO 13706 sick leave for every 30 hours worked on qualified construction projects, up to a maximum accrual of 56 hours. Earned EO 13706 sick leave carries over from year to year. Your available EO 13706 sick leave will be posted on your direct deposit notification stub.

Accrued EO 13706 sick leave may only be used during periods that the employee is working on a qualified construction project. And it can only be used for qualified activities, as described on the back side of the sick leave request form.

Contact Rick, Teresa or Rachel if you have any questions.

**T.A. WOODS COMPANY**  
**EO 13706 SICK LEAVE REQUEST**

This form should be completed by you or your supervisor to document requested SICK LEAVE time off in accordance with EO 13706

**EMPLOYEE SECTION**

Name:

Supervisor:

Requested Date:  Sick Leave Hours requested:

Requested Time Period Absent:

Reason:

*to the extent available, sick leave hours must be used for the full period the employee is absent from their scheduled assignment.*

**General description only.  
Do not include personal,  
private details.**

EMPLOYEE SIGNATURE

DATE

**SUPERVISOR SECTION**

Date completed:

Employee has  SICK LEAVE hours available.

SICK LEAVE REQUEST

APPROVED

DENIED

Reason Denied:

SIGNATURE

DATE

**HR / PAYROLL**

Date signed form received

**T.A. WOODS COMPANY**  
**EO 13706 PAID SICK LEAVE**

**SICK LEAVE ACCRUAL**

Employees accrue 1 hour of paid sick leave for every 30 hours worked on or in connection with a covered contract.

Covered contracts for TAW purposes are all contracts performed for the federal government at military installations.

The maximum amount of accrued sick leave is 56 hours.

Unused accrued sick leave will carry over from one year to the next.

Should an employee leave and be rehired within 12 months, any unused sick leave at time of termination will be reinstated.

**APPROVED USES**

Under EO 13706, paid sick leave can be used for time an employee would otherwise be working in connection with qualified military contracts. Paid sick leave can be used for the following:

- 1 A physical or mental illness, injury, or medical condition of the employee
- 2 Obtaining diagnosis, care, or preventative care from a health care provider by the employee
- 3 Caring for the employee's child, parent, spouse, domestic partner, or any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship who has any of the conditions or needs for diagnosis, care, or preventive care described in 1 or 2
- 4 Domestic violence, sexual assault, or stalking, if the time absent from work is for the purposes described in 1 or 2 above or to obtain additional counseling, seek relocation, seek assistance from a victim services organization, take related legal action, including preparation for or participation in any related civil or criminal legal proceeding, or assist an individual related to the employee as described in 3 in engaging in any of these activities.

**SICK LEAVE REQUESTS**

A leave request must be made at least 7 calendar days in advance where the need for the leave is foreseeable, and in other cases as soon as practicable.

Accrued sick leave can be used in 1-hour increments (no fractional hours).

Sick leave hours must be used for the full period the employee is absent from their scheduled assignment, if available

If the absence is for 3 or more consecutive full days, certification by a healthcare provider or other qualified third party may be required.

Certification records and documents shall be maintained by the employer in compliance with the confidentiality requirements of the Genetic Information Nondiscrimination Act of 2008 (GINA), section 503 of the Rehabilitation Act of 1973, and/or the Americans with Disabilities Act (ADA) as applicable.

Once a request is made, TAW will respond as soon as practicable.

A leave request can be denied for the following reasons

- > insufficient information about the reason for the leave
- > the request is not for a permitted use for paid sick leave
- > accrued sick leave is not enough to cover the request, or
- > the requested leave is during a time when the employee is not scheduled to be working on a covered contract