

(do not use this form if request is for travel time only, use WV360-11 for requests pertaining to travel time)

<b>Date:</b> _____ <b>TO:</b> _____ _____ _____	<b>From: Name:</b> _____ <b>Title:</b> _____ <b>Grade/Step:</b> _____ <b>Location:</b> _____
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**I am requesting approval to work outside of established tour of duty for the following purpose:**

**Estimated hours needed:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**FSLA Classification:** (see SF-50 or position description)       Exempt       Non-Exempt

**Requesting:**       Credit Hours       Compensatory Time       Overtime Hours

**Current Balances:**      Credit Leave \_\_\_\_\_      Compensatory Leave \_\_\_\_\_

**Work Schedule:**       Maxiflex       Compressed       Traditional

**Tour of Duty:** (e.g. 8:00 am – 4:30 pm) \_\_\_\_\_

**Type of Event:**       Administratively Controllable (Set by and for the benefit of Government)       Administratively Uncontrollable (Set by private or state entity – Government has no control of content & scheduling time)

Training       Priority Work       Special Project       Meeting/Conference/Outreach

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor Concurrence**

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Special Instructions:**

**Management Team Member (MTM) Concurrence**

**MTM Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Special Instructions:**

**State Conservationist (STC) Concurrence**

**STC Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_