

Directive Des. File Copy

206.1



SPECIAL ORDER



SUBJECT:	SERIES	NUMBER	EFFECTIVE DATE
	83	36	April 27, 1983
D.C. Standard Form 1199 (Request for Advanced Leave or Leave Without Pay)		DISTRIBUTION	
		C	
		ORIGINATING UNIT	
		PDD	
		EXPIRATION DATE	
		★	

The District of Columbia has developed a standardized form which will be used by all agencies for the purpose of requesting advanced leave or leave without pay. The new form, D.C. Standard Form 1199 (Request for Advanced Leave or Leave Without Pay) was intended to replace PD Form 654 (Request for Advanced Leave or Leave Without Pay); however, permission has been received from the D.C. Office of Personnel to continue using the PD 654 for sworn members only. Effective immediately, DCSF-1199 shall be used by all civilian employees who submit requests for advanced leave or leave without pay.

DCSF-1199 is a five-part NCR set. The copies of the form shall be distributed in accordance with the instructions printed at the bottom of the form. Be advised that photocopies of DCSF-1199 will not be accepted by the D.C. Office of Personnel.

Retention of the DCSF-1199 shall be in accordance with the procedures outlined for the PD 654 in General Order 206.2 (Granting of Advanced Annual or Sick Leave and Leave Without Pay).

DCSF-1199 is in stock and available through normal supply channels.

All references pertaining to PD 654 in General Orders 206.1 and 206.2 shall be revised to include DCSF-1199.

The above-mentioned general orders will be revised at a later date to reflect the changes.

Special Order 80-74 is hereby rescinded.

*This special order shall remain in effect until revised or rescinded.

Maurice T. Turner, Jr.
Maurice T. Turner, Jr.
Chief of Police

MTT:JJM:jtw

DIRECTIVE LEVEL
FILE COPY