

INTERIM LEAVE VERIFICATION

(ER 690-1-600)

1. NAME (Last, First, Middle)

2. PAYROLL CODE

The following information with regard to this employee's leave account will be used pending receipt of SF 1150.

3. ANNUAL LEAVE

4. SICK LEAVE

5. AS OF THE PAY PERIOD ENDING

To the best of my knowledge, the above information is accurate.

6. EMPLOYEE'S SIGNATURE

7. DATE

8. VERIFICATION

- CONTACTED FORMER EMPLOYING OFFICE
- EMPLOYEE'S LEAVE AND EARNINGS STATEMENT
- EMPLOYEE MAINTAINED RECORD OF LEAVE EARNED AND TAKEN

9. TYPED NAME OF CPO REPRESENTATIVE

10. SIGNATURE

11. DATE

12. REMARKS