



UTAH AIR NATIONAL GUARD
HEADQUARTERS 151 AIR REFUELING WING

MEMORANDUM FOR 151 ARW/FINANCE

DATE

FROM: RANK, FULL NAME
Unit

SUBJECT: Request for 44-DAY Military Leave

1. I hereby request to utilize the 44-Day Military Leave during the period of my upcoming deployment overseas. Below is my request, clearly indicating the periods necessary to cover my deployment.

Leave Option	Hours	From	To
Military Leave			
Annual Leave			
Comp Time			
Admin Leave			
LWOP			
44-Day Leave			

2. I understand that once this request is submitted that it cannot be altered or revoked after the tour of duty has begun.

Individuals Signature Block

1st Ind, (Supervisor's Unit/Off Sym.)

DATE

I concur/do not concur with the request above. As the supervisor, I have kept a copy of this request in order to track the number of days used under this new leave entitlement, since this leave entitlement is on a calendar year basis, NOT FISCAL YEAR, and there is no entitlement to carry over any unused leave into a subsequent calendar year.

Supervisor's Signature Block