

**TEMPORARY/NONTEMPORARY  
REQUEST FOR WAIVER - ELECTRONIC LEAVE AND EARNINGS STATEMENT**

**Name:**

**Date:**

Complete either Section A (nontemporary waiver) or Section B (temporary waiver) below:

**A.** I request a nontemporary waiver to the Department of the Interior's electronic leave and earnings statement policy for the following reason:

I do not have a Service-provided computer with internet access

I do not have access to a printer which would allow for privacy when printing my LES

I cannot obtain access to Employee Express because I am serving under a dual appointment

**B.** I request a temporary waiver to the Department of the Interior's electronic leave and earnings statement policy for the following reason (describe in detail below the situation that temporarily prevents you from obtaining your leave and earnings statement from Employee Express):

This request is for a waiver for the period beginning \_\_\_\_\_ (date) and ending \_\_\_\_\_ (date).

My signature below certifies the validity of the reason for my request for a waiver:

(Employee signature)

(Date)

Approved (Signature of the supervisor below certifies validity of the stated reason for granting the waiver.)

Disapproved (State reason for disapproval of the request)

(Signature of immediate supervisor)

(Date)