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| SECTION 1 | To be Completed by the Agency Requesting Leave of Absence Extension | | | | |
| | Agency Code | Agency (including address) | | | |
| | Name of Employee on Leave | | | Social Security Number | |
| | Hold Item Information - Title(s) | | Item No.(s) | Grade | Juris. Class. |
| | Current Leave Ends | | Extension Requested Through | | |
| | On Leave To → | Agency | | Agency Code | |
| | | Title | | Item No.(s) | Juris. Class. |
| | ATTESTATION: The extension of this employee's leave of absence is deemed to be in the best interest of state government. | | | | <input type="checkbox"/> Retroactive Request Due to Administrative Error |
| | Name (Please Type or Print) | | | Title | |
| | Signature | | | Date | Telephone Number |

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| SECTION 2 | To Be Completed by the Governor's Task Force on State Workforce Management and Employee Deployment | |
| | It is in the best interest of New York State to grant this extension of leave of absence. | |

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| SECTION 3 | To Be Completed by the Office of Civil Service Commission Operations | |
| | Comments | |
| Verified By | | Date |

Instructions for Completion by the Requesting Agency

1. The "Requesting Agency" completes Section 1.

This includes the: Agency Information
 Employee Information
 Hold Item Information
 Attestation

Once completed, the required documentation and the form are sent to the Governor's Task Force on State Workforce Management and Employee Deployment. Do not forward copies that have not been approved by the Governor's Task Force to the Office of Civil Service Commission Operations.

2. Upon approval by the Governor's Task Force on State Workforce Management and Employee Deployment, the completed signed form should be forwarded to the Office of Civil Service Commission Operations.
3. The Commission staff will notify the agency of the action taken.
4. If the Commission acts favorably on the request, Commission staff will update NYSTEP to reflect approval of the extension of the leave.

You may photocopy this form or you can download it from the New York State Department of Civil Service website at: www.cs.state.ny.us