

SAMPLE DENIAL OF LEAVE

HGEA BU 02, 03, 04, 13

FOR TRAINING PURPOSES

[ON SCHOOL LETTERHEAD]

Date:

To: [HGEA BU 01, 02, 03, 04, 13 Employee]

From: [Employee's Supervisor], [Title]

Subject: Denial of Vacation Leave

Dear [Title/Name]:

In accordance with [35 OR 36] J of Unit [02,03,04,13] Agreement Between the State of Hawaii and Hawaii Government Employees Association, this letter is written in response to your request for reasons denying your leave.

On [enter date], you submitted your request for vacation leave. The reason[s] for denying the leave [is/are] [select one or more of the following]:

- Your current leave balance is [enter amount] and is not sufficient to grant your vacation leave request.
- Conditions do not permit granting leave.
- Other reasons

If you would like to meet to request a reconsideration of your request or to arrange for mutually agreed upon time, please contact me at [Enter contact information] as soon as possible. Thank you for your cooperation.

cc: HGEA
SASA [Enter Name]