



LEAVE OF ABSENCE FROM MERIT SYSTEM DHR AGENCY DIRECT REQUEST FORM

DHR-STW-OP-Form #: To be assigned.	Authority: 29 Del. C. §5903; MR 5.9 & 4.10
Effective Date: November 1, 2022	Supersedes: N/A

Signature Section

Upon submission of the request, a copy to the appointing authority or designee serves as: the signature approval of the appointing authority or designee, and acknowledgment that the statements provided in this request form are correct and complete, and that funding is available to support this request within the current budget.

By using this form, the parties acknowledge their agreement to conduct transactions by electronic means. A party’s electronic signature for purpose of the Uniform Electronic Transactions Act, 6 Del. C. Ch. 12A may be provided by checking a box as indicated, electronic initials or name, or email confirmation.

_____ Approve Deny Date: _____
 Secretary, Department of Human Resources

Part 1: Agency Human Resources: Department Information
Please see Number Key on Page 2 for details on completing this section.

1. Department/Division/Section Name: _____
2. Department/Division/Section Number: _____
3. Employee Name: _____
4. Current Classification Title/Job Code/ BP #/ Pay Grade: _____
5. Classification Title/Job Code/ BP #/ Pay Grade of Most Recently Held Merit Position if different from #4: _____
6. Exempt Classification Title/Job Code/ BP #/ Pay Grade being entered: _____
7. Current or Most Recent Merit Salary: _____
8. Beginning Date of Leave from Merit System: _____

Per 29 Del. C. §5903, please check the applicable non-classified position type as indicated on the Comparability List. If none of the following categories match the Comparability List designation contact the State Human Resource Manager/Classification.:

(4) Heads of state agencies, members of boards and commissions, and the chief administrator employed by each board or commission.

- (5) One principal assistant or deputy and 1 private secretary for each head of a state agency.
- (6) Officers and employees in the Office of the Governor.
- (23) Positions designated as exempt by either the determination by the Secretary, the Director of the Office of Management and Budget and Controller General, or via budget epilogue language.

Part 2: Number Key

1. Provide the Department, Division and Section Name as it appears in PHRST.
2. Provide the nine-digit Department, Division and Section Number. This is known as the DEPTID in PHRST.
3. Provide the name of the employee as applicant.
4. Provide the current Classification Title, Job Code, Budget Position number and Pay Grade as displayed in PHRST.
5. Provide the Classification Title, Job Code, Budget Position Number and Pay Grade of the Most Recently held Merit Position if different from #4. (For use in situations of Leave from Merit Extension, when an employee transfers from one Exempt position with return to Merit protection to another.)
6. Provide the Classification Title, Job Code, Budget Position Number and Pay Grade that the employee will be entering.
7. Enter the employee's current or most recent Merit salary.
8. Enter the date the employee will leave the Merit System and enter the exempt position.
9. This document is to be maintained in the employee's permanent personnel file in agency Human Resources.

Part 3: Process

The Leave of Absence from Merit System Request Form is to be used when an employee with Merit status leaves a Merit position to enter an Exempt position which has return to Merit rights, in accordance with Merit Rule 5.9. Rates of Pay upon return to the Merit System are established in accordance with Merit Rule 4.10.

Complete all sections on page 1 of the Leave of Absence from Merit System request form. The request form is to be submitted to the DHR_AgencyDirectReq@Delaware.gov mailbox with a copy to the Department's appointing authority or designee. Departments will receive written notification of the final decision.