



PVA Office Closing



_____ County PVA Office

Date of Closing _____

Pay Period _____

Documentation must be provided with this form unless employee uses their time.

Please check one of the following reasons:

Courthouse closed _____
(CLOS) Reason for Closing

Adverse Weather _____
(AWL) State nature of weather condition & adhere to 101 KAR 2:102, section 10.
This time must be made up within a four month period.

Other _____
Reason for Closing

NOTE: All PVA Office closings must be reported to the PVA Administrative Support Branch before or on the date of closing and be reflected on the ETS-PVA timesheet.

PVA Signature

Date

PVA Administrative Support Branch

Date Received