



## PVA Office Closing Form



\_\_\_\_\_ 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

PVA Office 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