DEPARTMENT-DIRECTED LEAVE REPORT

DATE OF REPORT: Click here to enter a date.

Department: Click here to enter department.

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| Division | Island | Employee Name | Employee BU | DDL Effective Date | Basis for DDL | Status of DDL | DDL Closure Date | Total Length of DDL  (in months) |
| Div. | Choose an island. | Name. | BU. | Date. | Basis for DDL. | Status of DDL. | Date. | No. of months |
| Div. | Choose an island. | Name. | BU. | Date. | Basis for DDL. | Status of DDL. | Date. | No. of months |
| Div. | Choose an island. | Name. | BU. | Date. | Basis for DDL. | Status of DDL. | Date. | No. of months |
| Div. | Choose an island. | Name. | BU. | Date. | Basis for DDL. | Status of DDL. | Date. | No. of months |
| Div. | Choose an island. | Name. | BU. | Date. | Basis for DDL. | Status of DDL. | Date. | No. of months |
| Div. | Choose an island. | Name. | BU. | Date. | Basis for DDL. | Status of DDL. | Date. | No. of months |
| Div. | Choose an island. | Name. | BU. | Date. | Basis for DDL. | Status of DDL. | Date. | No. of months |
| Div. | Choose an island. | Name. | BU. | Date. | Basis for DDL. | Status of DDL. | Date. | No. of months |
| Div. | Choose an island. | Name. | BU. | Date. | Basis for DDL. | Status of DDL. | Date. | No. of months |
| Div. | Choose an island. | Name. | BU. | Date. | Basis for DDL. | Status of DDL. | Date. | No. of months |