

**Instructions for Form DCFS HR-15 – Request for Leave of Absence to
Unclassified Position Agreement Form
(Issued 1/2014)**

Purpose:

The form is used to request leave of absence from a classified position to serve in an unclassified position that is a temporary assignment as part of a special project.

Preparation:

Hiring manager for the unclassified position completes the HR-15 form and obtains the employee's signature and date. The Hiring Manager attaches this form to the HR-2, Recommendation for Personnel Action form that is completed for the appointment of the employee into the unclassified position. The First Level Approver and the Appointing Authority signs and dates this form along with the HR-2 form.

Disposition:

Original completed HR-15 is attached to HR-2 for appointment and is filed in the employee's personnel record maintained by the State Office Human Resources Section according to [DCFS Policy 6-02, Retention of Departmental Records](#).