

I request time off from work to be charged against my attendance record as follows:

Date(s)	Time (Hours)	Reason for Absence (Specify Attendance Code(s))

### Attendance Codes\*

C - Compensatory Time	EF - Furlough Annualized Voluntary (BU 42)
E - Education	PF - Furlough Annualized Mandatory (BU 42, 43, 65, 80)
F - Funeral ( <i>Immediate Family</i> )*	VO - Furlough Pay As You Go
R - Funeral ( <i>Not Immediate Family</i> )*	XV - SEBAC Vacation
I - Illness Immediate Family ( <i>Non FMLA</i> )*	XP - SEBAC Personal Leave
S - Illness Self ( <i>Non FMLA</i> )	
J - Jury Duty ( <i>Send certificate of service to HRM</i> )	Family and Medical Leave Act (FMLA):
D - Medical/Dental/Eye Appointment ( <i>Self only</i> )	<i>Eligibility must be approved by HRM</i>
LM - Military ( <i>Send orders to HRM</i> )	FS - FMLA ( <i>Self</i> )
P - Personal Leave	FI - FMLA ( <i>Family Illness</i> )*
B - Parental/Adoption ( <i>Non FMLA</i> )	FC, FP, FV - FMLA ( <i>Charged to Compensatory, Personal, Vacation in that order after FS or FI limits</i> )
U - Union	FB - FMLA ( <i>Parental/Adoption</i> )*
V - Vacation	LF - FMLA ( <i>Unpaid</i> )
W - Workers' Compensation	

\*See Branch/Union Guidelines for additional codes or more information

Employee's Signature	Print Name
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### For Supervisor's Use

Approved

Disapproved

Reason

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Authorized Signature	Date Signed
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