

JUDICIAL BRANCH  
REQUEST FOR TIME OFF FROM WORK JD-ES-52B Rev. 2-22

Date Requested

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

\*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

Authorized Signature	Date Signed
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