

**JUDGE/FAMILY SUPPORT MAGISTRATE
REQUEST FOR VACATION AND
PERSONAL LEAVE**

JD-ES-204 Rev. 10-21

**CONNECTICUT JUDICIAL BRANCH
OFFICE OF THE CHIEF
COURT ADMINISTRATOR**



Instructions

1. Judge requesting leave to complete and send to Administrative Judge for action.
2. Family Support Magistrate requesting leave to complete and send to Chief Family Support Magistrate for action.
3. Following action, the Administrative Judge or Chief Family Support Magistrate (as the case may be) will forward the form to the requesting judge/family support magistrate.
4. Requests for Vacation and Personal Leave days that are to be taken in the next assignment year require a separate memo or email to the Chief Court Administrator.
5. Requests for Educational Leave days (other than for Judicial Branch sponsored programs) require a separate memo or email to the Chief Court Administrator.

Request For Vacation And Personal Leave Days

To: _____

- ☐ Administrative Judge
☐ Chief Family Support Magistrate

From: _____

- ☐ Judge
☐ FSM

Date: _____

This is to request approval of the following day(s) as either Personal Leave or Vacation:

Personal Leave:

Vacation:

Action By Administrative Judge/Chief Family Support Magistrate

- ☐ **Granted.**
☐ **Denied.**

Signature of Authorized Judge/Chief Family Support Magistrate

Date Signed

Status Report (to be completed by secretary)

As of this vacation/personal leave request, the following days remain for the current vacation year:

Name of Judge/FSM: _____ Vacation Days: _____ Personal Leave Days: _____