

**AUTHORIZATION
REQUEST FORM**

JD-ES-249 New 7-09

**STATE OF CONNECTICUT
JUDICIAL BRANCH
ADMINISTRATIVE SERVICES DIVISION
HUMAN RESOURCE MANAGEMENT UNIT
www.jud.ct.gov**

**Request Authorization to: Promote within Permanent Position,
Create Temporary Position, or
Create Permanent Position**

Position Title	Division or Unit and Location

Date Authorization to be Effective: _____

Promote within Permanent Position

Create and Fill Permanent Position

Full Time

Part Time

Hours _____

Create and Fill Temporary Position

Full Time

Part Time

Hours _____

If Temporary Position, proposed Rate of Pay:

\$ _____

Per Hour

If Temporary Position, proposed Termination Date:

Justification for Action:

Request by:

Date: _____

Approved:

Division Director _____ Date: _____

Denied:

Division Director _____ Date: _____

Authorized:

Chief Court Administrator _____ Date: _____

Denied:

Chief Court Administrator _____ Date: _____

Please Forward To: Director of Human Resource Management
90 Washington Street
Hartford, Connecticut 06106