POSTAL SERVICE &				Re	que	st for	or	No	tification	on	of	Ab	sei	nce
Employee's Name (Last, First, M.I.) Employee Installation (For PM leave, show city, state, and ZIP code)							s Requested	Scheduled	n- duled	PP Day	Year			
		N/S	Day Pa	y Loc. #	D/A Code	From	Date	Hour	Sche	Sche	Day	Init,	Hours	
Time of Call or Request	Scheduled Reporting Time	Employee (Can Be Rea	ached At (I			Thru (Date	Hour			Sat 01		
Type of Absence	Documentation (For official use	onful		In		No Call						Sun 02		
Annual	For FMLA Leave (Certificat	* /	od)	Revised 8	schedule '	for (Date)	l		Advance			Mon 03		
Holiday/AL Lv Exch	For COP Leave (CA1 on fil		a)				L	Yes	∐ No	\vdash		Tue	-	-
Carrier 701 Rule	For Advanced Sick Leave	*	,	Begin Wo	rk							04		
LWOP (See reverse)	For Military Leave (Orders		´ .		_			_				Wed 05		
Sick (See reverse)	☐ For Court Leave (Summon			Lunch-Ou	rt							Thur		
☐ Late ☐ For Higher Level (1723 on file)				Lunch-In							-	06 Fri		
Other: Scheme Training Testing, Qualifying (Memo			on file)	End Work								07		
Remarks (Do not enter medical information)				End Work								Sat 08		
Marie Control of the				Total Hour	rs					-		Sun		
					1					_		09		
understand that the annua	I leave authorized in excess of	amount ava	allable to m	ne during	the leave	year will	be cha	nged	to LWOP.			Mon 10		
Employee's Signature and Da	le Signature of Pers	son Recordin	g Absence	and Date S	Signature	of Superv	sor and	f Date	Notified			Tue	-	
Official Action	all at a few for	and a second second	112							\dashv	-	11 Wod		
Official Action on App Approved, not FMLA	Disation (Return copy of Approved FMLA, Pending					ME 15	III.	W.	PH TRANS			Wed 12		
- N. N.	Documentation Noted on Reve	rse.	Approved, F See Publica	ation 71)	signature	of Super	visor a	nd Da	ite			Thur		
Disapproved (Give reason,				L			_			-	\dashv	13 Fri	-	
	ate eligibility date): 08 (Page 1 of 2) PSN 7530-02				Continu	ued on Re	/erse					14		
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