

MARYLAND JUDICIARY - BIWEEKLY TIME AND ATTENDANCE REPORT

PAY PERIOD: _____ THRU _____ NAME _____ P.P. NO. _____ FILE: _____ SOC. SEC. _____ OFFICE LOC. _____
 LOC/DIST. _____

DATE	DAY	IN	OUT	IN	OUT	HOURS WORKED	LEAVE/COMP.		NORMAL HOURS	PAID OT	OVERTIME/COMP AUTHORIZATION		CODES (Definitions on Back)
							CODE	HOURS			REASON		
	WED												10 ANNUAL _____
	THURS												11 ANNUAL-SICK DOC _____
	FRI												12 ANNUAL SICK UNDOC _____
	SAT												13 ANNUAL-FMLA _____
	SUN												20 SICK-DOC _____
	MON												21 SICK-UNDOC _____
	TUES												22 SICK-DIF _____
WEEK TOTAL													23 SICK-MEDICAL APPT _____
	WED												24 SICK-FMLA _____
	THURS												28 BEREAVEMENT _____
	FRI												30 PERSONAL-SCHEDULED _____
	SAT												31 PERSONAL-UNSCHEDULED _____
	SUN												32 PERSONAL-SICK DOC _____
	MON												33 PERSONAL-SICK UNDOC _____
	TUES												34 PERSONAL-FMLA _____
WEEK TOTAL													40 COMP EARNED (Non-Exempt) _____
BI-WEEKLY TOTAL													41 COMP EARNED (Exempt) _____

NOTE: ADJ COPY MUST BE ATTACHED

ADJUSTMENTS (Use to correct/change previously reported hours OR leave)

AS REPORTED (CHANGE FROM)				
Date	In	Out	Hrs Wkd	Code(s)/# Hrs

AS CORRECTED (CHANGE TO)					NOTES
Date	In	Out	Hrs Wkd	Code(s)/# Hrs	

LEAVE TOTAL

% WORK:	ANNIV. DATE:	EARNING PERIOD:			USED LEAVE PERIOD:		BALANCE (Unused Leave)	OVERTIME IN EXCESS OF 40 HOURS	SHIFT DIFFERENTIAL	NEW HIRE	SEPARATION
		THIS PAY PERIOD			YEAR TO DATE						
		EARNED	USED	ADJUSTMENT	EARNED	USED					
ANNUAL	YEAR END CARRY OVER										
SICK											
COMP											
DC COMM. HOLIDAY											
PERSONAL											

EMPLOYEE SIGNATURE _____ DATE _____

SUPERVISOR SIGNATURE _____ DATE _____

CODE	LEAVE TYPE	DEFINITION
10	Annual	Used for any reason except an illness. Must be pre-scheduled and pre-approved.
11	Annual – Sick Doc	May be used for a non-FMLA documented illness. May also be used if an employee is in jeopardy of losing annual leave at the end of the year while out on sick leave. Documentation must be provided.
12	Annual – Sick Undoc	May be used for a non-FMLA undocumented illness. May also be used if an employee is in jeopardy of losing annual leave at the end of the year while out on sick leave.
13	Annual – FMLA	May be used for a documented FMLA-related event. May also be used if an employee is in jeopardy of losing annual leave at the end of the year while out on family medical leave. Documentation must be on file with the Judiciary HR Dept.
20	Sick – Doc	Used for a non-FMLA documented illness.
21	Sick – Undoc	Used for a non-FMLA undocumented illness.
22	Sick – Death In Family	Used for death of certain family members (see Sick Leave Policy).
23	Sick – Medical Appt.	Used for non-FMLA documented health care appointments.
24	Sick – FMLA	Used for a documented FMLA-related event.
28	Bereavement	Used for the death of certain family members (see Bereavement Policy).
30	Personal – Scheduled	Used for scheduled personal leave. Must be pre-scheduled and pre-approved.
31	Personal – Unscheduled	Used for unscheduled personal leave.
32	Personal – Sick Doc	Used for a non-FMLA documented illness. May also be used if an employee is in jeopardy of losing personal leave at the end of the year while out on sick leave.
33	Personal – Sick Undoc	Used for a non-FMLA undocumented illness. May also be used if an employee is in jeopardy of losing personal leave at the end of the year while out on sick leave.
34	Personal – FMLA	May be used for a documented FMLA-related event. May also be used if an employee is in jeopardy of losing personal leave at the end of the year while out on family medical leave. Documentation must be on file with the Judiciary HR Dept.
40	Comp Earned (Non-Exempt)	Used when an employee earns compensatory leave at time and one half (see Policy on Leave).
41	Comp Earned (Exempt)	Used when an employee earns compensatory leave at straight time (see Policy on Leave).
42	Comp Used – Regular	Used for any reason except illness, when earned compensatory leave is used by either an exempt or non-exempt employee.
43	Comp Used – Sick Doc	May be used for a documented illness. May also be used if an employee is in jeopardy of losing comp leave at the end of the year, while out on sick leave.
44	Comp Used – Sick Undoc	May be used for an undocumented illness. May also be used if an employee is in jeopardy of losing comp leave at the end of the year, while out on sick leave.
48	Comp Used – FMLA	May be used for a documented FMLA-related event. May also be used if an employee is in jeopardy of losing comp leave at the end of the year while out on family medical leave. Documentation must be on file with the Judiciary HR Dept.
50	Administrative	Used for leave granted as emergency release, jury duty, certain legal action, merit exam, interview for a State position, certain military training, etc. May also be used pending disciplinary action. Not used for training attendance.
51	Accident	Used for leave granted to any employee who sustains an on-the-job injury while in the actual performance of the job, with the proper approval from IWIF and the Human Resources Department.
52	Military	Used for documented, active duty military absence, up to 15 days per year.
53	Telework	Used when an employee is permitted to work at a remote work site. (Must have a formal agreement on file).
54	Accident – FMLA	Used when an employee loses time from work due to an on-the-job injury as approved by IWIF, and which qualifies for FMLA as approved by the Judiciary Human Resources Department. Documentation must be on file with the Judiciary HR Dept.
60	Holiday	Used for the observance of a legal holiday.
61	Holiday – DC Commissioners	Used by DC Commissioners required to work a legal holiday and taking an alternative leave day.
70	Donation Usage	Used when an employee is using employee-to-employee donated leave.
71	Leave Bank Usage	Used when an employee is using leave from the Leave Bank.
74	LWOP – Sick Doc	Used when an employee takes non-FMLA documented sick leave and is not paid. All leave has been exhausted.
75	LWOP – Sick Undoc	Used when an employee takes non-FMLA undocumented sick leave and is not paid. All leave has been exhausted.
76	LWOP – FMLA	Used when an employee takes FMLA-related leave and is not paid. All leave has been exhausted. Documentation must be on file with the Judiciary HR Dept.
77	LWOP – Other (Explain)	Used when an employee takes leave and is not paid, and for which an explanation must be provided (i.e. All Leave Exhausted). Also used for absences due to disciplinary action.
	Other (Provide Reason)	Used when code is not listed above. Must provide reason for leave.