

Exhibit 120e (p. 1)  
Form 3971, Request for or Notification of Absence

Time call-in notice received.

Date given to supervisor.

Used by timekeepers and/or supervisors when required.

Amount of time and date of leave request.

**UNITED STATES POSTAL SERVICE**

### Request for or Notification of Absence

Employee's Name (Last, First, M.I.) \_\_\_\_\_ Social Security No. \_\_\_\_\_ Date Submitted \_\_\_\_\_ No. of Hours Requested \_\_\_\_\_

Installation (For PM leave, show city, state, and ZIP code) \_\_\_\_\_ N/S Day \_\_\_\_\_ Pay Loc. # \_\_\_\_\_ D/A Code \_\_\_\_\_ From Date \_\_\_\_\_ Hour \_\_\_\_\_

Time of Call or Request \_\_\_\_\_ Scheduled Reporting Time \_\_\_\_\_ Employee Can Be Reached At (If needed) \_\_\_\_\_ Thru Date \_\_\_\_\_ Hour \_\_\_\_\_

No Call

Type of Absence:  Annual,  Carrier 701 Rule,  LWOP (See reverse),  Sick (See reverse),  Late,  COP,  Other: \_\_\_\_\_

Documentation (For official use only):  For FMLA Leave (Certification reviewed),  For COP Leave (CA1 on file),  For Advanced Sick Leave (1221 on file),  For Military Leave (Orders reviewed),  For Court Leave (Summons reviewed),  For Higher Level (1723 on file),  Scheme Training Testing, Qualifying (Memo on file)

Revised Schedule for (Date) \_\_\_\_\_ Approved in Advance  Yes  No

Remarks (Do not enter medical information) \_\_\_\_\_

I understand that the annual leave authorized in excess of amount available to me during the leave year will be changed to LWOP.

Employee's Signature and Date \_\_\_\_\_ Signature of Person Recording Absence and Date \_\_\_\_\_ Signature of Supervisor and Date Notified \_\_\_\_\_

**Official Action on Application (Return copy of signed request to employee)**

Approved, not FMLA  Approved, FMLA (See Publication 71)  Approved FMLA, Pending Documentation Noted on Reverse.

Disapproved (Give reason): \_\_\_\_\_

Ineligible for FMLA (Estimate eligibility date): \_\_\_\_\_  Continued on Reverse

PS Form 3971, April 2001 (Page 1 of 2) Warning: The furnishing of false information on this form may result in a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001)

Used by employees, timekeepers to explain absences.

Signature of supervisor when he or she was notified of the absence.

Signature of person who was notified of the absence by the employee.

Used only when an employee's tour is extended because of tardiness. It is never used when a bargaining unit employee's schedule is changed for his or her personal convenience.

Exhibit 120e (p. 2)  
**Form 3971, Request for or Notification of Absence**

The reverse side of Form 3971 is used, where necessary, to document employee requests for sick leave. Detailed procedures for using this form are in Chapters 3 and 5.

During This Absence, I Was Incapacitated for Duty by: <input type="checkbox"/> Sickness <input type="checkbox"/> On-the-Job Injury <input type="checkbox"/> Off-the-Job Injury <input type="checkbox"/> Pregnancy and Confinement <input type="checkbox"/> Exposed to a Contagious Disease <input type="checkbox"/> Undergoing Medical, Dental, or Optical Examination or Treatment (Job related) <input type="checkbox"/> Undergoing Medical, Dental, or Optical Examination or Treatment (Not job related)		<b>Leave Types (Information Only)</b> <table border="1"> <thead> <tr> <th>Leave Type</th> <th>Time Card Code</th> <th>PSDS Code</th> <th>Scheduled</th> <th>Un-scheduled</th> <th>PP</th> <th>Year</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Day</td> <td>Init. Hours</td> </tr> </thead> <tbody> <tr><td>AL-FMLA</td><td>55/01</td><td>32</td><td></td><td></td><td>Sat 01</td><td></td></tr> <tr><td>SL-FMLA</td><td>56/02</td><td>33</td><td></td><td></td><td>Sun 02</td><td></td></tr> <tr><td>LWOP - FMLA - Part Day</td><td>59/05</td><td>36</td><td></td><td></td><td>Mon 03</td><td></td></tr> <tr><td>LWOP - FMLA - Full Day</td><td>60/06</td><td>37</td><td></td><td></td><td>Tue 04</td><td></td></tr> <tr><td>LWOP - Lieu of Sick Leave</td><td>59/60</td><td>20</td><td></td><td></td><td>Wed 05</td><td></td></tr> <tr><td>LWOP - Proffered</td><td>59/60</td><td>21</td><td></td><td></td><td>Thur 06</td><td></td></tr> <tr><td>LWOP - Personal Reasons</td><td>59/60</td><td>22</td><td></td><td></td><td>Fri 07</td><td></td></tr> <tr><td>LWOP - Part Day</td><td>59</td><td>23</td><td></td><td></td><td>Sat 08</td><td></td></tr> <tr><td>LWOP - Full Day</td><td>60</td><td>23</td><td></td><td></td><td>Sun 09</td><td></td></tr> <tr><td>LWOP - AWOL</td><td>59/60</td><td>24</td><td></td><td></td><td>Mon 10</td><td></td></tr> <tr><td>LWOP - IOD (Not FMLA) - OWCP</td><td>49</td><td>25</td><td></td><td></td><td>Tue 11</td><td></td></tr> <tr><td>LWOP - Maternity</td><td>59/60</td><td>26</td><td></td><td></td><td>Wed 12</td><td></td></tr> <tr><td>LWOP - Suspension</td><td>59/60</td><td>27</td><td></td><td></td><td>Thur 13</td><td></td></tr> <tr><td>LWOP - Union Official</td><td>84</td><td>28</td><td></td><td></td><td>Fri 14</td><td></td></tr> <tr><td>LWOP - Suspension Pending Termination</td><td>59/60</td><td>29</td><td></td><td></td><td></td><td></td></tr> <tr><td>Continuation of Pay - USPS</td><td>71</td><td>03</td><td></td><td></td><td></td><td></td></tr> <tr><td>Continuation of Pay - USPS-FMLA</td><td>71/03</td><td>34</td><td></td><td></td><td></td><td></td></tr> <tr><td>Continuation of Pay FMLA-IOD-OWCP</td><td>49/04</td><td>35</td><td></td><td></td><td></td><td></td></tr> <tr><td>Court Duty</td><td>61</td><td>04</td><td></td><td></td><td></td><td></td></tr> <tr><td>Military Leave</td><td>67</td><td>05</td><td></td><td></td><td></td><td></td></tr> <tr><td>Postmaster's Organization</td><td>89</td><td>08</td><td></td><td></td><td></td><td></td></tr> <tr><td>Blood Donor Leave</td><td>69</td><td>09</td><td></td><td></td><td></td><td></td></tr> <tr><td>Other Paid Leave</td><td>86</td><td>10</td><td></td><td></td><td></td><td></td></tr> <tr><td>Convention Leave</td><td>66</td><td>12</td><td></td><td></td><td></td><td></td></tr> <tr><td>Acts of God</td><td>78</td><td>13</td><td></td><td></td><td></td><td></td></tr> <tr><td>Veteran's Funeral</td><td>86</td><td>10</td><td></td><td></td><td></td><td></td></tr> <tr><td>Relocation</td><td>80</td><td>15</td><td></td><td></td><td></td><td></td></tr> <tr><td>Civil Defense</td><td>77</td><td>16</td><td></td><td></td><td></td><td></td></tr> <tr><td>Civil Disorder</td><td>81</td><td>17</td><td></td><td></td><td></td><td></td></tr> <tr><td>Voting Leave</td><td>85</td><td>18</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>			Leave Type	Time Card Code	PSDS Code	Scheduled	Un-scheduled	PP	Year						Day	Init. Hours	AL-FMLA	55/01	32			Sat 01		SL-FMLA	56/02	33			Sun 02		LWOP - FMLA - Part Day	59/05	36			Mon 03		LWOP - FMLA - Full Day	60/06	37			Tue 04		LWOP - Lieu of Sick Leave	59/60	20			Wed 05		LWOP - Proffered	59/60	21			Thur 06		LWOP - Personal Reasons	59/60	22			Fri 07		LWOP - Part Day	59	23			Sat 08		LWOP - Full Day	60	23			Sun 09		LWOP - AWOL	59/60	24			Mon 10		LWOP - IOD (Not FMLA) - OWCP	49	25			Tue 11		LWOP - Maternity	59/60	26			Wed 12		LWOP - Suspension	59/60	27			Thur 13		LWOP - Union Official	84	28			Fri 14		LWOP - Suspension Pending Termination	59/60	29					Continuation of Pay - USPS	71	03					Continuation of Pay - USPS-FMLA	71/03	34					Continuation of Pay FMLA-IOD-OWCP	49/04	35					Court Duty	61	04					Military Leave	67	05					Postmaster's Organization	89	08					Blood Donor Leave	69	09					Other Paid Leave	86	10					Convention Leave	66	12					Acts of God	78	13					Veteran's Funeral	86	10					Relocation	80	15					Civil Defense	77	16					Civil Disorder	81	17					Voting Leave	85	18				
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Privacy Act: The collection of this information is authorized by 39 USC 401, 1001, 1003, 1005; 5 USC 8339; and Public Law 103-3. This information will be used to grant or deny your request for official leave from Postal Service duty. It may be disclosed under the routine uses given in Privacy Act system notices USPS 050.020 and USPS 120.070 (see appendix of Administrative Support Manual or, if you wish to obtain a copy of these notices contact your personnel office). Completion of this form is voluntary. If this information is not provided, official leave may not be granted.																																																																																																																																																																																																																																				
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