

Absence Request

Absence Information

Employee Name: _____

Employee Number: _____

Department: _____

Manager: _____

Type of Absence Requested:

Sick Vacation Bereavement Time Off Without Pay

Paid Time Off Jury Duty Maternity/Paternity Other

Dates of Absence: From: _____ To: _____

Number of Days: _____

Reason for Absence:

You must submit requests for absences, other than sick leave, two days prior to the first day you will be absent.

Employee Signature

Date

Manager Approval

Approved

Rejected

Comments:

Manager Signature

Date

Date Received: _____