## Absence Request

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Absence Information | | | | | | | | | | | | | | | | | | |
| Employee Name: | | | |  | | | | | | | | | | | | | | |
| Department: | | |  | | | | | Manager: | | | |  | | | | | |
| Total # of Days | | |  | | | | | Total # of Hours: | | | |  | | | | | |
| Type of Absence Requested: | | | | | | | | | | | | | | | | | | |
|  |  | Sick | | | |  | Vacation | |  | Bereavement | | | | |  | | Time Off Without Pay | |
|  |  | Military | | | |  | Jury Duty | |  | Maternity/Paternity | | | | |  | | Other | |
|  | | | | | | | | | | | | | | | | | | |
| Dates of Absence: From: | | | | |  | | | | | | Thru: | |  | | | | | |
| 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 | | | |
| **\*Note: If the time requested is greater than 5 business days, the request must be approved by Karen Bond.** | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |  | | |
| CEO Signature (if requesting more than 5 business days) | | | | | | | | | | | | | | | Date | | | |