



**Absence Request**

**Absence Information**

Employee Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_ Department: \_\_\_\_\_

Manager: \_\_\_\_\_

Type of Absence Requested:

- Sick
- Vacation
- Bereavement
- Time Off Without Pay
- Military
- Jury Duty
- Maternity/Paternity
- Other

Dates of Absence: From: \_\_\_\_\_ To: \_\_\_\_\_

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*