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# Absence Request

##  Absence Information

|  |  |
| --- | --- |
| Employee Name: |  |
| Department: |  |
| Manager: |  |

|  |
| --- |
| Type of Absence Requested: |
|  | [ ]  | Sick | [ ]  | Holiday | [ ]  | Bereavement | [ ]  | Time Off Without Pay |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |