

EMPLOYEE ABSENCE REQUEST

EMPLOYEE NAME		
DEPARTMENT		
MANAGER		
TYPE OF ABSENCE		
<input type="checkbox"/> VACATION	<input type="checkbox"/> JURY DUTY	
<input type="checkbox"/> SICK	<input type="checkbox"/> FMLA	
<input type="checkbox"/> BEREAVEMENT	<input type="checkbox"/> OTHER	
DATES REQUESTED	FROM:	TO:
REASON FOR ABSENCE:		
EMPLOYEE SIGNATURE		DATE
MANAGER APPROVAL		
<input type="checkbox"/> APPROVED PAID	<input type="checkbox"/> REJECTED	
<input type="checkbox"/> APPROVED UNPAID		
COMMENTS:		
MANAGER SIGNATURE		DATE