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**Absence Request**

**Absence Information**

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

Employee Number \_\_\_\_\_ Client & Location \_\_\_\_\_

Manager Name \_\_\_\_\_

**Type of Absence Requested**

- Sick     Vacation     Personal     Leave without Pay  
 Military     Jury Duty     Maternity/Paternity     Other

**Dates of Absence**

From \_\_\_\_\_ To \_\_\_\_\_

Reason For Absence:

You must submit the request for absence other than sick leave two days prior to the first day you will be absent

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**Manager Approval**

- Approved  
 Rejected

Comments:

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Manager Signature \_\_\_\_\_ Date \_\_\_\_\_