United Software Group



565 Metro Place South, Suite 110

Dublin, OH 43017

Ph No: 614-791-3223/614-389-4560

Fax No: 1-866-764-1148 Email: <u>hr@usgrpinc.com</u> <u>www.usgrpinc.com</u>

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 **Employee Signature Date Manager Approval Approved** Rejected Comments: Manager Signature **Date**