

ABSENCE REQUEST

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

REQUEST ABSENCE FOR (Please check that which applies.)

\_\_\_\_\_ VACATION

\_\_\_\_\_ JURY DUTY

\_\_\_\_\_ SICK DAY

\_\_\_\_\_ FUNERAL LEAVE (for immediate family)

\_\_\_\_\_ PERSONAL DAY

\_\_\_\_\_ EXCUSED ABSENCE (unpaid leave)

\_\_\_\_\_ COMP DAY

DATE(S) REQUESTED FOR ABSENCE:

ENTERED INTO ADP:

Supervisor

Payroll

Initial

Initial

DATE(S): \_\_\_\_\_ DAY(S): \_\_\_\_\_

Please note: List only one date or one set of consecutive dates per absence request form.

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

-----FOR OFFICE USE ONLY-----

As of \_\_\_\_\_, the employee has \_\_\_\_\_ vacation days, \_\_\_\_\_ personal days and \_\_\_\_\_ sick days available.

COMMENTS: \_\_\_\_\_

ACTION: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

ACTION: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

ACTION: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_