

**ABSENCE REQUEST**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Date(s) Requested: From: \_\_\_\_\_ to \_\_\_\_\_

Hours Requested: From: \_\_\_\_\_ to \_\_\_\_\_

With Pay ()                      Without Pay ()                      Make-up ()

Reason for Absence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved ()

Not Approved ()

Supervisor Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date