

Absence Request Form

This package contains:

1. Instructions & Checklist for Absence Request Form
2. Absence Request Form

Instructions & Checklist for Absence Request Form

- This package contains (1) Instructions & Checklist for Absence Request Form; and (2) Absence Request Form;

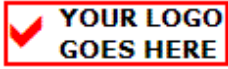
- This form is used in a company by employees to request an absence or for having used sick days.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- You can replace the larger “Your Company Name” with the name of your own company. If you have a logo, you can replace the “Your Logo Goes Here” placeholder graphic with your own logo. Otherwise, you can also simply delete the placeholder graphic.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.



Absence Request

Requests for absences, other than for sick leave, must be submitted at least two days in advance.

Absence Information

Employee Name: _____

Employee Number: _____ Department: _____

Manager: _____

Type of Absence Requested:

- Sick Leave Vacation Jury Duty Military
 Maternity/Paternity Bereavement Time Off Without Pay Other

Dates of Absence: From: _____ To: _____

Reason for Absence:

Signature of Employee

Date

Manager Approval

- Absence Request Approved
 Absence Request Rejected

Manager's Comments:

Signature of Manager

Date