

Absence Request Form

Absence Information

Employee Name

Employee Number

Department

Manager

Type of Absence Requested:

Sick

Vacation

Bereavement

Time Off Without Pay

Military

Jury Duty

Maternity/Paternity

Other

Dates of Absence: From:

To:

Reason for Absence:

You must submit requests for absences, other than sick leave, two days prior to the first day you will be absent.

Signature

Date

Name

Email

Manager Approval

Approved

Rejected



Absence Request Form

TrailBlazer Staffing Solutions Witness

Signature

Date

Name