

Absence Information

Employee Name:

Alison MOUA

Supervisor:

ANDREW

Type of Absence Requested:

Personal Time Off

Bereavement

Military

Jury Duty

Date(s) of Absence:

5/29 - 6/5

Check box that Applies:

Absent all day

Partial Day / Hours Gone: From: To:

Planned days off require at least two (2) weeks notice. Planned days off exceeding one week require four (4) weeks notice.

*PTO cannot be applied to create overtime. PTO can only be applied to hours needed to achieve a full 40 hr. work week.

[Signature]

3/23/15

Employee Signature:

Date:

Supervisor Approval

Approved

Rejected

Comments:

[Signature]

3/24/15

Date

Supervisor Signature

