



# Request for Time off

## Absence Information

Employee Name:  
Employee Number:  
Manager:

Justin Bent

Department: ~~IT~~ Jobs Line Support

### Type of Absence Requested:

Sick

Vacation

Funeral Leave

Time Off Without Pay

Military

Jury Duty

Maternity/Paternity

Other

Dates of Absence:  
From:

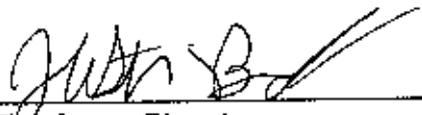
April 16

To:

April 17

Reason for Absence:

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

  
Employee Signature

April 6  
Date

## Manager Approval

Approved

Not Approved

Comments:

Manager Signature

Date