



# Request for Time off

## Absence Information

Employee Name:

Michael Elwood

Employee Number:

053

Department

flow wrap

Manager:

Chad K

Type of Absence Requested:

Sick

Vacation

Funeral Leave

Time Off Without Pay

Military

Jury Duty

Maternity/Paternity

Other

Dates of Absence:

From:

4-09-15

To:

Reason for Absence:

Dad's having surgery on his cancer

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

Michael Elwood

Employee Signature

3-17-15

Date

## Manager Approval

Approved

Not Approved

Comments:

Manager Signature

Date