



# Request for Time off

## Absence Information

Employee Name: Matt Raw  
Employee Number: 013 Department: golfing  
Manager: \_\_\_\_\_

### Type of Absence Requested:

- |                                   |                                    |                                              |                                               |
|-----------------------------------|------------------------------------|----------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Sick     | <input type="checkbox"/> Vacation  | <input type="checkbox"/> Funeral Leave       | <input type="checkbox"/> Time Off Without Pay |
| <input type="checkbox"/> Military | <input type="checkbox"/> Jury Duty | <input type="checkbox"/> Maternity/Paternity | <input checked="" type="checkbox"/> Other     |

Dates of Absence: From: 6/11/15 To: 6/15/15

Reason for Absence: Brothers wedding

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

Matt Raw \_\_\_\_\_ 3/18/15  
Employee Signature Date

## Manager Approval

- Approved  
 Not Approved

Comments:

\_\_\_\_\_  
Manager Signature Date