

APPENDIX 25: STAFF ABSENCE REQUEST FORM

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STAFF ABSENCE REQUEST

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Paid Leave  Unpaid Leave

Reason: Vacation  Personal  Other  (specify) \_\_\_\_\_

Date(s) Absent: \_\_\_\_\_

Total Number of Hours Absent: \_\_\_\_\_

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To be completed by Program Manager or Executive Director

Absence approved:

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

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- 1) Please have form signed, 2) Scan & email a copy to payroll,
  - 3) Forward copy to HR department