



# Absence Request

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

### To: Payroll

I am an:  Exempt Employee

Hourly Employee

I **will** be absent from the office

OR

I **have been** absent from the office (sick)

Date/s: \_\_\_\_\_ to \_\_\_\_\_

Date/s: \_\_\_\_\_ to \_\_\_\_\_

Number of days: \_\_\_\_\_

Number of days: \_\_\_\_\_

Number of hours: \_\_\_\_\_

Number of hours: \_\_\_\_\_

#### Note:

- If a holiday or your regular days off falls between the dates requested, those days will not count against your vacation hours
- Holiday pay (non-exempt only) must work day(s) immediately before & after holiday unless approved in advance by manager.

#### Check one:

Vacation /PTO \_\_\_\_\_

Sick \_\_\_\_\_

Jury Duty (attach summons)

Bereavement \_\_\_\_\_  
Relationship to deceased

Other (explain):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Payroll Signature

\_\_\_\_\_  
Date