

Absentee Report Request For Leave	Department: _____	Supervisor: _____
	Date: _____	Time: _____

Name of Employee: _____

Position: _____

Absent: Today – Reason Noted Below Will be Absent: _____

Remarks: Reason for Absence: (Recording Reason)

(Check Appropriate Box)

Reason for Leave Request:

- Death in Family
- Illness (Family)
- Illness (Self)
- Jury Duty
- Vacation/Additional Scheduled Day Off
- Personal Day
- Other: _____

Substitute Needed: Yes No	Message Received By: _____	Reviewed & Approved By: _____
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