Vacation/Absence Request

Vacation/Absence Information

Employee Name: _____

Manager: _____

Type of Absence Requested:

☐ Vacation Pay ☐ Time Off Without Pay ☐ Other:_____
(Reason)

Date to Leave: _____
Month / Day / Year

Date to Return: _____
Month / Day / Year

Reason for Absence:

You must submit requests for absences to your manager for approval prior to submitting to head office.

_____

Employee Signature *Date*

Manager Approval

☐ Approved

☐ Rejected

Comments:

_____

Manager Signature *Date*