



**Absence Request Form**

**Employee:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Reason for  
Absence:** \_\_\_\_\_

Start Date	End Date	Total Days	Code

**Codes:**

**V** - Vacation

**B** – Banked Hours

**PL** - Personal Leave Paid

**PU** - Personal Leave Unpaid

Approved

Rejected

**Employee  
Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Manager  
Signature** \_\_\_\_\_

**Date** \_\_\_\_\_