



Absence Request Form

Step #1 – Employee’s Information

Employee Name: _____
 Department: _____

For departmental planning purposes, please submit absence requests at least five days prior to the first day you are absent when applicable. (This excludes sick time requests)

Dates of Absence: dates absent from work (MM/DD/YYYY)

Request of Absence: please denote a reason

PTO FMLA (Paperwork required w/ HR) Military
 Jury Duty Time-off w/o pay (Non-Exempt only) Other (Explain below)

Reason for Absence: please provide brief description

Employee Signature	Date
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Step #2 – Direct Supervisor’s Approval

Approved Rejected (Supervisor must include reason for rejection below)

Supervisor Comments:

Supervisor Signature	Date
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Step #3 – HR/Payroll

For an updated balance, view your PTO in the Google Drive. Balances are updated after every pay period.

Recorded on employees’ accumulation record	Date
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