



## Absence Request Form

Notification of time off is needed two weeks prior of your anticipated absence.

<b>Date:</b>	
<b>Employee Name:</b>	

<b>Start Date</b>	
<b>End Date</b>	
<b>PTO Hours Requested</b>	

**Employee Comments:**

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<b>Employee Signature:</b>	<b>Date:</b>
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**OFFICE USE ONLY**

<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Not Approved</b>	<b>Date:</b>
<b>Comments:</b>	
<b>Manager Signature:</b>	<b>Date:</b>