



Absence Request

Absence Information

Employee Name: _____

School Site: _____

Manager: _____

Type of Absence Requested:

- PTO Jury Duty Bereavement Time Off Without Pay
- Other _____

Dates of Absence: From: _____ To: _____

Total Number of Days: _____

Reason for Absence:

You must submit requests for absences, other than sick leave, two weeks prior to the first day you will be absent.

Employee Signature _____ *Date* _____

Manager Approval

- Approved
- Rejected

Comments:

Manager Signature _____ *Date* _____