

Time off Request

Absence Information

Date of Request

Employee Name

Department

Type of Absence Requested (Check one)

<input type="checkbox"/>	Vacation	<input type="checkbox"/>	Bereavement	<input type="checkbox"/>	Time off without pay
<input type="checkbox"/>	Jury Duty	<input type="checkbox"/>	Parental Leave	<input type="checkbox"/>	Other

Date of Absence

From	<input type="text"/>	To	<input type="text"/>
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Reason for Absence / comments

**All Vacation or absence requests may not be approved by Sentias Software Corp. but special consideration may be given at the sole discretion of Management.*

Employee Signature _____

Date

Manager Approval

<input type="checkbox"/>	Approved	<input type="checkbox"/>	Rejected
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Comments

Manager Signature _____

Date