

ABSENCE REQUEST
Professional Property Appraisers Inc.

NAME: _____

ABSENCE INFORMATION

DAYS REQUESTED OFF <Begin Date> <End Date>

REASON FOR ABSENCE:

___ SICK

___ VACATION/PERSONAL

___ BEREAVEMENT

___ JURY DUTY

___ TIME OFF WITHOUT PAY

___ OTHER

Per PPA Employee Handbook:

Management requests all employees submit requested time off with as much notice as possible to maintain adequate coverage throughout all areas of the company.

MANAGEMENT APPROVAL

___ APPROVED

___ NOT APPROVED

COMMENTS: