

Company Forms |

Leave of Absence

Employees must turn in a leave of absence form one work day before their day or time of absence.

Acceptable reasons:

- Anything family related
- School Obligations
- Extracurricular Obligations

Leave of Absence Form	
Name:	_____
Department:	_____
Date:	_____
Date of Absence:	_____
Reason for Absence:	

Signature:	_____
By signing this line I understand that I am responsible for verbally stating my absence and reason. I also understand that I must fill out and turn this form into HR at least one week before I will be absent.	