

# MEGAMEATS CORPORATION

## Notice of Absence

Name: \_\_\_\_\_

Date Filed: \_\_\_\_\_

Position: \_\_\_\_\_

Branch : \_\_\_\_\_

☐ Vacation Leave

☐ Leave w/o Pay

☐ Sick Leave

☐ No. of days

Fr

To

Reason: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Approved by Immediate Superior

\_\_\_\_\_  
Noted by:

For Admin Verification:

No. of VL: \_\_\_\_\_

No. of SL: \_\_\_\_\_

No. of VL Used: \_\_\_\_\_

No. of SL Used: \_\_\_\_\_

No. of VL After This: \_\_\_\_\_

No. of SL After This: \_\_\_\_\_

Verified by: \_\_\_\_\_

Approved by: \_\_\_\_\_

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