**Absence Information**

|  |  |
| --- | --- |
| Name |  |
| Department |  |
| Manager |  |
| Type of Absence | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | |  |   Sick | |  | | --- | |  |   Bereavement | | |  | | --- | |  |   Military | |  | | --- | |  |   Maternity/Paternity | | |  | | --- | |  |   Vacation | |  | | --- | |  |   Time Off Without Pay | | |  | | --- | |  |   Jury Duty | |  | | --- | |  |   Other | |
| Dates of Absence | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | |  |   **From** | |  | | --- | |  |   **To** | |
| Reason(s) for Absence |  |

*Note! You must submit requests for absences (except sick leave) two days prior to the first day that you will be absent.*