REQUEST FOR APPROVAL OF ABSENCE
Personal Day, Bereavement, Jury Duty

Name _______________________________ Date __________________
(Please Print)

I find it necessary to be absent from my position on the following day(s) and dates(s) for the reason checked below:

☐ Bereavement (relation) ______________________________

☐ Jury Duty ______________________________

☐ Other (please specify) ______________________________

☐ Personal reason ______________________________

☐ With Supervisor approval ______________________________

☐ With Secretary approval ______________________________

Day ( s ) and Date ( s ) Required ______________________________

Signature: ______________________________

APPROVED DISAPPROVED

(Signature of Supervisor) ______________________________
(Date) ______________________________

Comments (Supervisor):

______________________________

COPY 1: Attendance Office COPY 2: Immediate Supervisor COPY 3: Employee 8/8/01
REQUEST FOR APPROVAL OF VACATION DAYS

Name ___________________________ Date ___________________________
(Please Print)

Day(s) and Date(s) Requested: ________________________________________

Signature: __________________________________________________________

Comments (Supervisor):
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

THIS IS A SAMPLE
SEE YOUR
SUPERVISOR OR
PROGRAM
SECRETARY FOR
THE THREE PART

COPY 1: Attendance Office   COPY 2: Immediate Supervisor   COPY 3: Employee

3:00