

Avalon Free Public Library

Absence Request

Absence Information

Employee Name: _____

Type of Absence Requested:

- Sick Vacation Comp. Time Personal
 Family Leave Jury Duty Maternity/Paternity Other

Dates of Absence: From: _____ To: _____

Reason for Absence:

You must submit requests for absences, other than sick leave, two days prior to the first day you will be absent. Requests will be honored on a first come first served basis unless an emergency arises

Employee Signature

Date

Manager Approval

Approved

Rejected

Comments:

Manager Signature

Date