|  |  |
| --- | --- |
| ColorLogo_lg.jpg | Black Pine Animal Sanctuary |

# Absence Request

## Absence Information

|  |  |
| --- | --- |
| Employee Name: |  |

|  |
| --- |
| Type of Absence Requested: |
|  | [ ]  | Sick | [ ]  | Vacation | [ ]  | Unpaid Medical Leave | [ ]  | Other:  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates of Absence: From: |  |  | To: |  |

|  |
| --- |
| Reason for Absence: |
|  |
| *Please submit requests for scheduled appointments, medical/maternity/paternity leave and other planned absences at least two days in advance of absence.*  |

|  |  |
| --- | --- |
|  |  |
| Employee Signature | Date |

## Manager Approval

|  |  |  |
| --- | --- | --- |
|  | [ ]  | Approved |
|  | [ ]  | Rejected |

|  |
| --- |
| Comments: |
|  |

|  |  |
| --- | --- |
|  |  |
| Manager Signature | Date |