

**EMPLOYEE REQUEST FOR ABSENCE**

Name \_\_\_\_\_

Substitute's Name \_\_\_\_\_

Beginning Date \_\_\_\_\_ Return Date \_\_\_\_\_ Total Days To Be Absent \_\_\_\_\_

Number of Personal Days Already Used This Year \_\_\_\_\_

Reason for Absence \_\_\_\_\_

\_\_\_\_\_

Employee Signature & Date \_\_\_\_\_

Approved  Disapproved Principal/Headmaster Signature & Date \_\_\_\_\_