



Absence Request 2024

Absence Information

Employee Name: _____

Company on Assignment with: _____ Position: _____

Supervisor at Assignment: _____

Dates of Absence: From: _____ To: _____

Reason for Absence: **TEMPORARY EMPLOYEES MUST TAKE SICK LEAVE IN 4 HOUR INCREMENTS**

Vacation

Sick Leave

You must submit requests for absences, other than sick leave, one week prior to the first day you will be absent.

Employee Signature

Date

Manager Approval at Assignment

Approved

Rejected

Comments:

Manager Signature

Date

WorkDynamX Approval

Approved

Rejected

Comments:

Manager Signature

Date

