

Employee Handbook

Policies and Procedures

Section 5: Forms

5.1 Absence from Work Request - Other

Employee: _____

Dates Absent from Work:

- () Bereavement _____
- () Illness _____
- () Accumulated Overtime _____
- () Personal Needs Time _____
- () Compassionate Leave _____
- () Court Duty _____
- () Continuing Education _____
- () Sabbatical Leave _____
- () Lieu time (e.g. worked a stat) _____
- () Unpaid Leave of Absence _____

Submitted by: _____ Date: _____

Copies to: FSA-Ministry and Personnel Committee
Employee M&P rep
Employee Supervisor

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