



Absence Request

Absence Information

Employee Name: _____

Date of Request: _____ Manager Accepting Request: _____

Type of Absence Requested:

- Sick
- Vacation
- Bereavement
- Time Off Without Pay
- Military
- Jury Duty
- Maternity/Paternity
- Other

Dates of Absence: From: _____ To: _____

Reason for Absence:

Employee Signature *Date*

Resort Manager / Assistant Manager / Board Manager Approval

- Approved
- Rejected

Comments:

Manager Approval *Date*