This Form was created in Word using VF Creator.

Created: 12/01/2018 by the VF Creator team.

VF Creator turns documents created in Word into online forms.

You can view/edit eForm features, after installing the VF Creator add-in. A new VF Creator ribbon will be available which allows you to create/edit eForms.



Please visit [VictoriaForms.com](http://www.formpony.com/)/VF-Creator/ to start creating online forms in Word.

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|  | Staff Forms |

# Absence Request

## Absence Information

|  |  |
| --- | --- |
| Employee Name: |  |
| Employee Number: |  |
| Department: |  |
| Manager: |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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: | |
|  | |
| *You must submit requests for absences, other than sick leave, two days prior to the first day you will be absent.* | |
|  |  |
| Employee Signature | Date |