

## Employee Absence Notice Form — Short-Term Leave

*Please fill out this form as soon as you become aware of your need for short-term leave. Submit it to your supervisor/HR for approval.*

### Employee Name

### Department

### Immediate Supervisor

### Type of Leave

### Dates of Absence (From - To)

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### Reason for Absence

Briefly explain the reason for your leave

### Contact Information During Absence

Phone or email where you can be reached

### Work Coverage/Delegation (if applicable)

Who will cover your responsibilities?

### Date Submitted

### Employee Signature:

Date:

### Supervisor/Manager Approval:

Date:

Submit Request