

# 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

 --Select-- 

## 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