

Notice of Absence Form for Family Emergency

Employee Name:

Department:

Date of Submission:

Reason for Absence (Family Emergency Description):

Expected Start Date of Absence:

Expected End Date of Absence (if known):

Contact Information During Absence (phone/email):

Additional Notes (optional):

Submit Notice

This sample notice of absence form is designed for employees to formally inform their employer about a family emergency, ensuring clear communication and documentation. It includes fields for the reason, expected duration, and contact information during the absence. Using this form helps maintain workplace transparency and supports timely management responses.