

Notice of Absence Form (Remote Workers)

Instructions: Please complete and submit this form to your supervisor or HR before your planned absence.

Employee Name:

Employee ID:

Department/Team:

Email Address:

Type of Absence:

e.g. Sick leave, Vacation, Personal, Other

Start Date:

End Date:

Total Number of Days Absent:

Reason for Absence:

Handover/Backup Plan (if any):

List colleagues informed, delegated tasks, etc.

Contact Availability During Absence:

e.g. Not available, Available via email, etc.

Employee Signature _____ Date _____

Supervisor/HR Approval

Date