

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:

Start Date:

End Date:

Total Number of Days Absent:

Reason for Absence:

Handover/Backup Plan (if any):

Contact Availability During Absence:

Employee Signature Date

Supervisor/HR Approval	Date
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