

Absence - Vacation Request Form

Absence - Vacation Information

Employee Name: _____

Department: Front Desk Billing/Collections Research MA's

Type of Absence Requested:

- Medical Vacation Bereavement Time Off Without Pay
 Military Jury Duty (not paid) B-Day (free) Other

Dates of Absence: From: _____ To: _____

Each employee is responsible to manage vacation time. Once the vacation time is used no time off will be authorized.

You must submit requests for absences, as early as possible. Due to the size of our company, no more than one employee from the same department will be granted vacation during the same period of time. Any time off taken without prior approval is considered no show and could lead to sanction or termination of employment.

2018

Employee Signature

Date

Manager Approval

- Approved
 Rejected

Comments:

Manager Signature

Date

Office use only

Vacation available for 2018 Days: _____ Hours: _____

Vacation used in 2018 Days: _____ Hours: _____