



College of Engineering and Applied Sciences

Absence Request

Absence Information

Employee Name: _____

Employee Number: _____ Department: **Industrial and Entrepreneurial Engineering & Engineering Management**

Manager: _____

Type of Absence Requested:

- Sick
- Annual Leave
- Bereavement
- Military
- Jury Duty
- Maternity/Paternity
- Other

Dates of Absence: From: _____ To: _____

Reason for Absence:

Please outline your plans for coverage of class or other responsibilities:

You must submit requests for absences, other than sick leave, two days prior to the first day you will be absent.

Employee Signature

Date

Manager Approval

- Approved
- Rejected

Comments:

Manager Signature