

Absence Request - Report of Absence Without Pay Civil Service

Employee's Name _____ Employee's ID No. _____ Department (Organization) _____

Employee's Classification _____
 Payroll Semi-Monthly (**Send copies to Human Resources and Payroll**)
 Bi-Weekly (**Send copies to Human Resources Only**)

No. of hours	Beginning		Ending		Reason for Absence	Employee Request	Department Closed	FMLA*	
	Date	Time	Date	Time				<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Employee Signature: _____ **Date** _____

Comments _____

Approvals:

Immediate Supervisor _____ Date _____ Approve Disapprove

Department Head _____ Date _____ Approve Disapprove

Note: All absences which occur during an employee's normally scheduled work time must be documented. If fringe benefit time can not be used to compensate the employee, the absence-without-pay time must be documented on this form with appropriate copies forwarded to Human Resources and the Payroll Office. If work was available and the absence occurred at the request of the employee, please indicate X under "Employee Request." If the department was closed and work was not available, please indicate an X under "Department Closed." Please indicate whether the leave is for FMLA purposes by checking either yes or no.

*Family and Medical Leave Act (FMLA): A copy of all forms designating FMLA must be sent to Human Resources and all hours will be counted against the employee's annual 12 week entitlement.

DISTRIBUTION: 1-Human Resources, Mail Code 6520 2-Payroll, Mail Code 6820 3-Fiscal Officer 4-Employee