

Absence request form

Your name:	
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The following time off work is requested:

Period:	From:	To:	Number of days:
	If part of day, beginning at: am/pm to am/pm		
	Working day return date:		
Reason for absence:	<input type="checkbox"/> Annual Holiday <input type="checkbox"/> Other reasons (please specify)		
Authorisation:	Employee signature:		
	Line Manager signature:		

Reply slip ✂.....

Name:

Date:

Absence approved by HR:

With pay according to entitlement:

Without pay:

Holiday entitlement remaining: