

Absence Request - Report of Absence With Pay Civil Service

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

<u>Type of Leave Requested</u>	<u>No. of hours</u>	<u>Beginning</u>		<u>Ending</u>		<u>Reason for Absence</u>	<u>FMLA*</u>	
		<u>Date</u>	<u>Time</u>	<u>Date</u>	<u>Time</u>		<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 _____

Note: -All absences which occur during an employee's normally scheduled work time must be documented. Except for emergencies, employees should always submit Absence Request form for vacation to their immediate supervisor for approval prior to taking vacation. Sick leave should be reported immediately upon return.

-Absences without pay must be reported to Human Resources and the Payroll Office on the Report of Absence Without Pay form.

*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.

**For Bereavement Leave include your relationship to the deceased under the column "Reason for Leave". Please refer to the employee handbook for the Bereavement Leave policy at <https://policies.siu.edu/personnel-policies/chapter6/leaveall.php>

Approvals:

Immediate Supervisor _____ Date _____ Approve Disapprove

Department Head _____ Date _____ Approve Disapprove

DISTRIBUTION: 1-Dean/Department Head, 2-Employee