

ABSENT REPORT/REQUEST

Employee Name _____ Today's Date _____

Vacation _____ Sick _____ Optional Holiday _____ Bereavement _____ Unpaid _____

Date(s) Absent (example: "Jan 5-9") _____
 (Please also circle dates below)

Total hours used (example: "40 hrs vac") _____

Employee Signature _____

Supervisor Signature _____

Note: All requests for vacation should be submitted to your supervisor at least 30 days prior to the first day of vacation. All sick days should be submitted upon return to work. After 3 consecutive days of sick time, you must have a RETURN TO WORK RELEASE from your physician. Please send original reports to Payroll for your personnel file.

SoCo offices closed on: Jan 1, May 26, Jul 4, Sep 1, Nov 27, Dec 25, and Jan 1 (2015)

2014

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"Superior Service is Our Ultimate Product"