

# Employee Handbook

## Policies and Procedures

### Section 5: Forms

#### 5.1 Absence from Work Request - Other

Employee: \_\_\_\_\_

Dates Absent from Work:

- ( ) Bereavement \_\_\_\_\_
- ( ) Illness \_\_\_\_\_
- ( ) Accumulated Overtime \_\_\_\_\_
- ( ) Personal Needs Time \_\_\_\_\_
- ( ) Compassionate Leave \_\_\_\_\_
- ( ) Court Duty \_\_\_\_\_
- ( ) Continuing Education \_\_\_\_\_
- ( ) Sabbatical Leave \_\_\_\_\_
- ( ) Lieu time (e.g. worked a stat) \_\_\_\_\_
- ( ) Unpaid Leave of Absence \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

**Copies to:** FSA-Ministry and Personnel Committee  
Employee M&P rep  
Employee Supervisor

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