



## Absence Request 2023

### Absence Information

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

Company on Assignment with: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor at Assignment: \_\_\_\_\_

Dates of Absence: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Absence: **TEMPORARY EMPLOYEES MUST TAKE SICK LEAVE IN 4 HOUR INCREMENTS**

Vacation

Sick Leave

*You must submit requests for absences, other than sick leave, one week prior to the first day you will be absent.*

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

### Manager Approval at Assignment

Approved

Rejected

Comments:

\_\_\_\_\_  
*Manager Signature*

\_\_\_\_\_  
*Date*

### Jersey Staffing Solutions, LLC Approval

Approved

Rejected

Comments:

\_\_\_\_\_  
*Manager Signature*

\_\_\_\_\_  
*Date*