PROLINE Machining

Employee Absence Request

Absence Request

Vacation/Personal Time - After 1 year employment, each employee is eligible for 40 hours of vacation / Personal Time. This is 8 hours per day and not eligible for overtime. This allowance must be used within a 12 months; use it or lose it policy. Requests must be submitted at least 2 weeks prior paid time off and two Supervisors must approve this request. (Any employees hired prior to Sept 2018 vacation time resets on January 1. This does not apply to employees on salary pay.)

Employee Name:_____

Type of absence requested:

☐ Sick ☐ Vacation ☐ Bereavement ☐ Military ☐ Other

Dates of Absence: From: _____ to:_____

I understand this is a REQUEST for time off and may not be approved at this time.

_____ Employee Signature Date

Manager Approval: Notes & Comments:

☐ Approved

☐ Rejected

Office Use Only

Supervisor Approval _____ Signature _____ Date _____

2nd Supervisor Approval _____ Signature _____ Date _____