

CARE-A-VAN SERVICES, INC.

Unpaid Leave Request Form

Absence Information

You must submit requests for absences, other than sick leave, ten days prior to the first day you will be absent. Sick leaving leave extending more than 3 days requires a Dr.'s note.

Employee Name: _____

Department: Administration Transportation Long Term Care

Type of Unpaid Absence Requested:

- Sick Bereavement Maternity/Paternity
 Military Jury Duty Other, description _____

Dates of Absence: From: _____ To: _____ Number of days absent: _____

Reason for Absence:

Regular Work Schedule: _____

Are you on call? No Yes If yes, it is your responsibility to find a coworker to cover your rotation.

Signature of the coworker who will cover your on call rotation for you? _____

Employee Signature

Date

Manager Approval

- Approved Rejected

Comments:

Manager Signature

Date