



# Taipei Adventist American School

## Absence Request

### Absence Information

Employee Name:	
Dates of Absence:	From: _____ To _____
Type of Absence:	<input type="checkbox"/> Sick – Self / Family <input type="checkbox"/> Personal <input type="checkbox"/> Time Off Without Pay <input type="checkbox"/> Other _____
Substitute/deputy:	
Reason for Absence:	

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

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

### Office Only

Approved  Rejected \_\_\_\_\_ (Principal) \_\_\_\_\_ (Date)



# Taipei Adventist American School

## Absence Request

### Absence Information

Employee Name:	
Dates of Absence:	From: _____ To _____
Type of Absence:	<input type="checkbox"/> Sick – Self / Family <input type="checkbox"/> Personal <input type="checkbox"/> Time Off Without Pay <input type="checkbox"/> Other _____
Substitute/deputy:	
Reason for Absence:	

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

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

### Office Only

Approved  Rejected \_\_\_\_\_ (Principal) \_\_\_\_\_ (Date)