

TOWN OF SOUTH BRISTOL
ABSENCE REQUEST & APPROVAL FORM

Employee Name: _____

Type of Absence Requested

- Vacation _____
- Floating Holiday _____
- PTO _____
- Compensatory Time Accumulated _____
- Compensatory Time Used _____
- Short Term Disability _____
- Worker's Compensation _____
- Jury Duty _____
- Bereavement _____
- Family & Medical Leave Act _____
- Military Leave _____

Dates & Hours of Absence: From _____ To _____

Reason for Absence _____

You must submit your request for ALL types of absences listed above, including late arrival and early departure, a minimum of 2 business days in advance for non-emergency reasons.

Any non-emergency absence where an Absence Request is not completed and accepted by the Town Supervisor, or her Deputy (town-hall employees) or Highway Superintendent, or his Deputy (highway employees) within the 2 business days required will be deemed an unexcused, unpaid absence.

Employee Signature Date

Supervisor or Highway Superintendent Signature Date

Request Approved _____ Request Denied _____

