

Employee Absence Form Online

1. Employee Information

- Full Name: _____
- Employee ID: _____
- Email Address: _____
- Contact Number: _____

2. Absence Period

Start Date	End Date	Reason for Absence	Manager Approval

3. Reason for Absence

- Select an option:
 - Medical Leave
 - Personal Leave
 - Family Emergency
 - Other (Specify): _____

4. Manager Review

- Comments: _____
- Approval Status:
 - Approved
 - Denied

5. Signature

• **Employee:** _____ **Date:** _____