

Makeup Time Must Be PREAPPROVED by Supervisor

On _____ I will not be on my job for _____
Date Length of Time Time

I request to be allowed to make up this time on:

Date Date Date Date

Time Time Time Time

Date Date Date Date

Time Time Time Time

Employee Name Printed

Employee Signature

Supervisor's Signature

Preapproved means that you speak with your supervisor before you are late.

Time must be made up during the same pay period.

A Leave of Absence form for date & time must be submitted with this form.

If the time is made up, the Leave of Absence form will be shredded, otherwise the Leave of Absence form will be submitted.