



ADVANCE ABSENCE NOTIFICATION

Name: James HaverlyDate: 1-5-26

To Be Completed By Employee:

Reason for Absence:

☐ Time Off (Vacation, Illness, Personal Time)☐ ESTA (Earned Sick Time Act Accrual)☐ Bereavement

Funeral Info Card Needed

☐ Military Reserve

Submit copy of Military Orders

☐ Jury Duty

Submit copy of Summons

☒ Other Please specifyCourt

A copy of the form **MUST** be turned into payroll by 3:30 pm Friday. If this form is turned in late, it will be processed on the next payroll run.

Any Absence disqualifies those hours from the Attendance Incentive and does not count for overtime