

Absence Notification & Request

Star Buick GMC Cadillac

REQUIRED FOR ALL DEPARTMENTS – DELIVER 1 COPY TO PAYROLL & 1 COPY TO HR

Employee Name: _____

Department: _____

Manager: _____

Type of Absence Requested:

- Sick Vacation Bereavement Time Off Without Pay
- Military Jury Duty Maternity/Paternity Other

Dates of Absence: From: _____ To: _____

TOTAL NUMBER OF BUSINESS DAYS:

Reason for Absence:

You must submit requests for absences, other than sick leave, TWO WEEKS prior to the first day OR TWO MONTHS IF A VACATION REQUEST, to allow management time to plan coverage.

PLEASE NOTE: HR Department will assist with Family and Medical Leave (FMLA) requests.

Employee Signature *Date*

Manager Approval

- Approved Circle One: PAID NOT PAID
- Rejected

Comments:

Department Manager Signature *Date*

General Manager/ Dealer Signature *Date*