



Assisting Angels, Inc

213 E Butler Rd. #F2
Mauldin, SC 29662
864-288-7100

Absence Request

Absence Information

Employee Name: _____

Client Name(s): _____

Dates of Absence: From: _____ To: _____

Date Returning to Work: _____

Reason for Absence: _____

Approved

Rejected

Dates of Absence: From: _____ To: _____

Date Returning to Work: _____

Reason for Absence: _____

Approved

Rejected

You must submit requests for absences, other than sick leave, two weeks prior to the first day you will be absent. If you will be absent during the holiday season (November 1st through January 15th) requests must be submitted by November 1st.

Employee Signature

Date

Manager Approval

Comments:

Manager Signature

Date