|  |  |
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|  | Celebrities Drill Team |

# Absence Request

## Absence Information

|  |  |
| --- | --- |
| Celeb Name: |  |
| Date Submitted: |  |

|  |
| --- |
| Type of Absence Requested: |
|  | [ ]  | Sick | [ ]  | Vacation | [ ]  | Bereavement | [ ]  | Work |
|  |  |  |

|  |  |
| --- | --- |
| [ ]  | Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates of Absence: From: |  |  | To: |  |

|  |
| --- |
| Reason for Absence: |
|  |
| *You must submit requests for absences, other than emergency leave, TWO WEEKS prior to the first day you will be absent.*  |

|  |  |
| --- | --- |
|  |  |
| Celebrity Signature | Date |

## Director Approval *(Director’s Use Only)*

|  |  |  |
| --- | --- | --- |
|  | [ ]  | Approved |
|  | [ ]  | Denied |

|  |
| --- |
| Comments: |

|  |  |
| --- | --- |
| Director Signature | Date |