



IOSCO REGIONAL EDUCATIONAL SERVICE AGENCY

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REQUEST FOR ABSENCE

REQUEST FOR ABSENCE FROM MY NORMALLY SCHEDULED WORK DAY FOR THE FOLLOWING REASON:

_____ Sick

_____ Personal Business

_____ Vacation

_____ Unpaid Leave (must have prior approval)

_____ School Related Business

Conference, Convention, In-service, Seminar, Workshop
(Please circle the appropriate category)

_____ Bereavement (Death in immediate family)

_____ Subpoena

_____ Jury Duty

DATE(S) TO BE MISSED _____

TOTAL NUMBER OF DAYS MISSED: _____

JOB REFERENCE NUMBER _____ SUB: _____

EMPLOYEE SIGNATURE _____ DATE _____

SUPERVISOR APPROVAL _____ DATE _____

PERSONNEL VERIFICATION _____ DATE _____

The Iosco Regional Educational Service Agency does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.