



Creative Potential, LLC
1031 Norwich New London Tpk.
Unit 10 Uncasville, CT. 06382
p-(860)848-0514, f-(860)-848-0523
www.Creativepotentialllc.com

Absence Request

Absence Information

Name: _____

Client Case Load: _____

Supervisor: _____

Type of Absence Requested:

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

Dates of Absence: From: _____ To: _____
Sick time _____ hours PTO Time _____ hours

Reason for Absence:

You must submit requests for absences, other than sick leave/ Bereavement, two weeks prior to the first day you will be absent.

Employee Signature *Date*

Approval

- Approved
- Rejected

Comments:

Manager Signature *Date*



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