



Tokyo T.B., Inc.
5115 W. Walnut Ave., Visalia, CA 93277

Healthy Gourmet International, Inc.
1223 N. Cherry St., Tulare, CA 93274

Absence Request

Request must be submitted two weeks prior to the requesting date to be absent with the names of the crew who will be covering for the requester's time.

1. Find a reliable person. It is your obligation to have the person present.
2. Make sure to double check and call the night before to remind the person.

Name:		Submission Date:
Submitted to:		Date:
Sign:		
Requested date to be absent	Time(from – to)	Person covering for the date(s)
Reason for Absence:		
<p><i>You must submit requests for absences, other than sick leave, two weeks prior to the first day you will be absent.</i></p>		
<i>Employee Signature</i>		<i>Date</i>
Manager Approval		
<input type="checkbox"/> Approved <input type="checkbox"/> Rejected		
Comments:		
<i>Manager Signature</i>		<i>Date</i>