



Box 680 / Ottawa, Kansas 66067 / (785) 242-5170

EMPLOYEE EXCUSED TIME REQUEST FORM

Employee Name: _____

Dates to be gone: _____

Reason for absence: Vacation, or Other – Explain _____

Call back # (Number where you can be reached to confirm the absence) _____

Fax to Clark at 785-242-0585

Company Use:

Authorized by: _____

Date Call back placed: _____

Absence approved: Yes No