



**Skeates  
Contracting  
Inc.**

**P.O. Box 1142  
Waterdown, ON  
L0R 2H0**

**TEL (905) 333-3252  
FAX (905) 333-6894**

**alyssa@skeates.ca**

**www.skeates.ca**

Updated April 2011

## **ABSENCE / VACATION REQUEST FORM**

**Employee Name:**

**Type of Absence Requested:**

Illness	Vacation	Bereavement	Personal
Appointment	Jury Duty/Court	Maternity/Paternity	Other

**Dates of Absence:**

From:

To:

**Reason for Absence:**

*Submit written requests for all absences, other than sick leave or bereavement, at least two months prior to the first day you will be absent.*

---

**Employee Signature**

**Date**



**Approved**

**Rejected**

**Comments:**

**PLEASE NOTIFY THE OFFICE IN WRITING IF YOU REQUIRE  
ANY TIME OFF FOR APPOINTMENTS OR REQUESTS TO  
LEAVE EARLY.**