



Employee Tip Sheet

REQUESTING AND CERTIFYING ABSENCES

Requesting and certifying your absence has gotten easier!

In the new time reporting system, only one form—the [Absence Certification / Request](#) form—is required for requesting and certifying time off. The basics of this form are easy:

1. Identify yourself by name and employee number.
2. Identify the specific date(s) and times of your absence. As long as the reason for the absence is the same and the absence period dates are continuous, only one form is needed.
3. Explain the reason for the absence as follows:
 - Illness, Personal Necessity or Bereavement: Absences of this nature are, for the most part, unanticipated. Absences of this nature require certification. Complete Section 2A
 - Vacation, Jury Duty, and other events anticipated and scheduled in advance. Absences of this nature are requested. Complete Section 2B.
 - Requirements that apply to a specific employee group are identified with links to the contract section.
4. Complete the signature section.
5. Submit the completed form to your location time reporting office within two business days of the absence.

Illness /Injury Absence Instructions

Your Employee Name and Employee Number

When were you or do you want to be absent?

Unanticipated Absence?
Complete Section 2A

Anticipated Absence?
Complete Section 2B

Supervisor's Report of Employee Absence

Click for the Employee Tip Sheet

Physician Certification

TIME REPORTING NOTES

- “Salaried” employees report all exceptions to their Regular Work Schedule.

