**REQUESTING AND CERTIFYING ABSENCES**

Requesting and certifying your absence has gotten easier!

In the new time reporting system, only one form is required for requesting and certifying time off. This tip sheet introduces you to the new single-sheet “absence” form. The basics of this form are easy:

1. Identify yourself by name and employee number.
2. Identify the specific date and times of your absence.
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.
4. Complete the signature section.
5. Submit the competed form to your location time reporting office within two business days of the absence.

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**Form Instructions**

- **Unanticipated Absence?** Complete Section 2A
- **Anticipated Absence?** Complete Section 2B
- **Illness /Injury Absence Instructions**
- **Physician Certification**
- **Supervisor’s Report of Employee Absence**
- **You and your supervisor must sign the form.**

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**TIME REPORTING NOTES**

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