



## Absence Form

### Absence Information

Employee name:		
Place of employment (location):		
Coordinator:		
Dates of absence (paid leave 有給)	From:	To:
Dates of absence (leave <b>without</b> pay 欠勤)	From:	To:
Dates of absence (Other Leaves of absence その他の休暇)	From:	To:
Reason for absence:		
You must submit absence forms and have them authorized 30 days prior to the first day you will be absent. You must contact Borderlink to confirm whether your absence form arrived, and it will not be official until it has been actually authorized. 有給休暇取得の 30 日前に必ず提出し、書類がボーダーリンクに届いたことを確認してください。申請した有給休暇は、日程がボーダーリンクにより承認された時点で認められるものとします。		
Employee Signature	Date	

### Manager Approval

<input type="checkbox"/> Approved 承諾	
<input type="checkbox"/> Rejected 拒否	
Comments:	
Manager Signature	Date