



Absence Form

Absence Information

Employee name:	<i>Bob Brown</i>	
Place of employment (location):	<i>Saitama City</i>	
Coordinator:	<i>Ryo Sato</i>	
Dates of absence (paid leave 有給)	From: <i>Oct 10, 2022</i>	To: <i>Oct 12, 2022</i>
Dates of absence (leave without pay 欠勤)	From:	To:
Dates of absence (Other Leaves of absence その他の休暇)	From:	To:
Reason for absence: <i>Wedding</i>		
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	<i>Bob Brown</i>	Date <i>Sep 2, 2022</i>

Manager Approval

- Approved 承諾
 Rejected 拒否

Comments:

Manager Signature	Date