



☐ Delavan FL
☐ Delavan CC
☐ Mt. Carroll
☐ Antioch

☐ Elkhorn CDJR
☐ Elkhorn GM
☐ Macomb
☐ Morrison

☐ Oregon
☐ Sterling FL
☐ Sterling CDJR
☐ Monmouth

☐ Quincy Honda
☐ Quincy Hyundai
☐ Stoughton
☐ Woodstock

☐ Elkhorn RV
☐ Green Bay RV
☐ Destination RV

☐ Freedom RV
☐ Sheboygan RV
☐ Platteville

☐ Barneveld
☐ Collision (Delavan)
☐ Collision (Sterling)

☐ Collision (Macomb)
☐ Commercial (Antioch)
☐ Commercial (Delavan)

☐ Management

Absence or Vacation Request

Absence Information

Employee Name: _____

Employee Number: _____ Department: _____

Manager: _____

Type of Absence Requested:

☐ Sick ☐ Paid Vacation ☐ Bereavement ☐ Time Off Without Pay
☐ Military ☐ Jury Duty ☐ Maternity/Paternity ☐ Other: _____

Dates of Absence: From: _____ To: _____

Reason for Absence:

You must submit requests for absences, other than Sick or Bereavement Leave 30 days prior to the first day you will be absent.

Employee Signature

Date

Manager Approval

☐ Approved
☐ Rejected

Comments:

Manager Signature

Date