



# Javen Technologies, Inc.

## LEAVE APPLICATION FORM

### ABSENCE INFORMATION

EMPLOYEE NAME:

JAVEN'S SUPERVISOR NAME:

### TYPE OF LEAVE REQUESTED

SICK     VACATION     BEREAVEMENT     TIME OFF WITHOUT PAY

MILITARY     JURY DUTY     MATERNITY/PATERNITY     OTHER

FROM:

TO:

REASON FOR ABSENCE:

You must submit your requests for absences, other than sick or bereavement leave **two weeks prior** to the first day of your absence.

EMPLOYEE SIGNATURE:

DATE:

### MANAGER'S APPROVAL

APPROVED

REJECTED

COMMENTS:

JAVEN'S SUPERVISOR NAME:

TITLE:

SIGNATURE:

DATE:



*Javen Technologies, Inc.*

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## **Leave Application Guidelines**

Any regular full time employees going on a vacation need to follow the following protocol:

- Please complete the form below and fax the form to 651-331-4261
- You **MUST** fill emergency contact # and email wherein we can reach you during your vacation.
- Your vacation is not approved until you receive an approval email from HR.