

# WEST COAST

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## EXTRACTION SYSTEMS LTD.

### Absence / Non-Available & Vacation Request Form

5314 244th Street, Langley, BC V2Z 1H7

Office: (604) 591-8585

Name (print): \_\_\_\_\_ Location: \_\_\_\_\_

Date: \_\_\_\_\_

☐ **This letter is written to formally document absents from my scheduled work:**

I have notified my supervisor of absents: Date: \_\_\_\_\_ Location: \_\_\_\_\_

Reason for absence

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☐ **Request an unpaid non-available day**

Dates: \_\_\_\_\_

Dates: \_\_\_\_\_

☐ **Request Vacation Days: (Paid only if holiday pay is available)**

Date: \_\_\_\_\_ To Date: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

#### Office Use Only

Date Received: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Date Denied: \_\_\_\_\_

Employee Notified: ☐