

REQUEST FOR REVIEW OF CLAIM FOR EXCUSE OF ABSENCE ON JANUARY 27, 2011

INSTRUCTIONS

- A. Each form should contain a full explanation, including as many details as necessary, that demonstrates the circumstances that affected your ability to report to work on January 27, 2011.
- B. Please submit this form to your Agency Personnel Officer no later than February 15, 2011.

Name _____ Agency _____
 Employee ID _____ Unit _____
 Work Email Address _____ Work Telephone _____
 Civil Service Title _____ Office Title _____
 Home Address _____
 Work Location _____

Specify the circumstances that affected your ability to report to work on January 27, 2011.

 Employee Signature _____ Date _____

FOR AGENCY USE ONLY

Agency Personnel Officer Recommendation: _____ Approved _____ Disapproved _____

 Agency Personnel Officer Name _____ Signature _____ Telephone _____ Date _____

If Disapproved:

Agency Head Recommendation: _____ Approved _____ Disapproved _____

 Agency Head Signature _____ Date _____