

STC Employee Absentee Form

STC student employees must use this form to request to be excused from work. Requests must be submitted 48 hours in advance. Failure to submit a timely request may result in an unexcused absence. Employees with two or more unexcused absences may be released from duty.

Date _____

Name _____

Reason _____

Shift Date _____

Shift Time

8:00 am – 12:00 pm

12:00 pm – 4:00 pm

4:00 pm – 8:00 pm

8:00 pm – 12:00 am

Other: _____

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____