

Absence Request

Please use ONE form for each concert!! Today's Date: _____

Musician's Name; _____

Please indicate if request is for;

Relief (paid) _____ OR Bookout (unpaid) _____

Specific services requested; *Please give dates*

Reason for absence; *Please be specific about the nature and importance of other work, or the reason relief is needed.*

Musician's Signature; _____

Office use only below

Others from same section missing these services? _____

Recommendation of Personnel Manager

Request is granted: _____

Request is denied: _____

Comments:
